

# EQUALITY IMPACT ASSESSMENT

Human Resources & Organisational Development



## STAGE I: WHAT IS BEING ASSESSED AND BY WHOM?

**What is being assessed - including a brief description of aims and objectives?**

**Procurement of the provision of agency workers, interims, consultants and executive search contract.**

### **Background**

The Council's current agency worker spend, both on and off contract, is estimated at around £7 million per year and is increasing. The Council wishes to ensure that any new arrangement in place is of a suitable quality and is cost effective. Temporary agency workers are an important part of the Council's workforce and help to ensure resilient and flexible service delivery. This enables the Council to ensure resources are in place where required to cover short term, statutory or specialist requirements and allows the Council to continue to deliver high quality services to meet the needs of residents.

This equality impact assessment sets out the proposal for the re-procurement of the agency worker contract. A paper is going to Cabinet on Tuesday 8 February which sets out the proposal for the re-procurement of the agency worker contract and seeks approval to procure a new contract prior to the end of the current contract which expires on 30 September 2022.

The proposal is for a new contract for an initial period of three years with the option to extend for up to a further one year, with a total estimated maximum value of £30m approx. The paper recommends that the new contract moves from a master vendor contract to a vendor neutral contract to enable the Council to access the widest possible skillset for the range of roles required at the Council.

Where possible, the evidence section of the EIA has been from the Council's Workforce Report 2020.

**Author**

Polly Colville, Agency Project Manager

**Department and service**

Human Resources & Organisational Development

**Date of assessment**

19<sup>th</sup> January 2022

**STAGE 2: EVIDENCE AND IMPACT**

Protected characteristics (Equality Act)	Evidence and information (e.g. data and feedback)	Any adverse impact See <a href="#">guidance</a> on how to make judgement	Actions	Timescale and who is responsible
<b>Age</b>	<p>Our workforce demographics are as follows;</p> <ul style="list-style-type: none"> <li>▪ 16 – 19 years 0.48 per cent</li> <li>▪ 20 – 24 years 3.49 per cent</li> <li>▪ 15 – 29 years 7.21 per cent</li> <li>▪ 30 – 34 years 7.54 per cent</li> <li>▪ 35 – 39 years 9.26 per cent</li> <li>▪ 40 – 44 years 11.2 per cent</li> <li>▪ 45 – 49 years 13.03 per cent</li> <li>▪ 50 – 54 17.1 years</li> <li>▪ 55 – 59 years 16.3 years</li> <li>▪ 60 – 64 years 10.7 per cent</li> </ul> <p>The highest percentage of employees (15.31 per cent) fall within the 50-54 age bracket, while 38.76 per cent of all employees are aged 50 or over.</p> <p>The lowest percentage of employees (1.28 per cent) fall in the 16-19 age bracket.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources &amp; Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>
<b>Disability</b>	<p>A total of 113, or 4 per cent, of Council employees have</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if</p>	<p>Human Resources &amp; Organisational Development to monitor data and put in</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>

	<p>declared themselves as disabled.</p> <p>A large proportion, 42.73 per cent, have not declared their disability status.</p>	<p>unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	
<p><b>Religion or belief</b></p>	<p>31.50 per cent of employees state they have no religion.</p> <p>29.62 per cent of employees are Christian (including Church of Scotland/Roman Catholic).</p> <p>33.91 per cent of employees have not declared their religious status.</p> <p>2.36 per cent of employees do not wish to declare this information.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the</p>	<p>As above.</p>	<p>Human Resources &amp; Organisational Development</p> <p>Duration of contract</p>

		<p>authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>		
<p><b>Sex - including marriage, pregnancy and maternity</b></p>	<p>The Council has a largely female workforce, with 63.53 per cent recorded as female and 36.47 per cent as male.</p> <p>The directorate with the biggest gender split is Children’s Services, with 85.06 per cent female employees compared to 14.94 per cent male employees.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if societal norms or unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Where a day rate of pay will be used market research is required to ascertain what the market rate is to ensure that applicants are remunerated appropriately.</p> <p>Human Resources &amp; Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources &amp; Organisational Development</p> <p>Duration of contract</p>
<p><b>Gender reassignment</b></p>	<p>Our Workforce Profile for 2020 does not currently include this information. Work is ongoing to ensure that the data we collect about our employees is appropriate.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information</p>	<p>Human Resources &amp; Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources &amp; Organisational Development</p> <p>Duration of contract</p>

		<p>(MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>		
<p><b>Race</b></p>	<p>83.57 per cent of the Council's workforce have declared themselves to be White British.</p> <p>7.17 per cent of the Council's workforce have not declared their ethnic status.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources &amp; Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>

<p><b>Sexual orientation - including civil partnership</b></p>	<p>56.06 per cent of employees have declared that they identified as heterosexual, with a total of 2.65 per cent declaring they identify as homosexual, bisexual, or have another sexual orientation.</p> <p>37.47 per cent of employees have not declared their sexual orientation, while 3.77 per cent have refused to provide the information.</p>	<p>No adverse impacts are anticipated. However, it is not known at this point if unconscious bias of individual hiring managers will affect recruitment.</p> <p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis.</p> <p>This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required.</p> <p>Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources &amp; Organisational Development to monitor data and put in place remedial action if required.</p> <p>All those involved in recruitment panels will receive fair recruitment training.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>
--	---	---	---	--

**STAGE 3: ARE THERE ANY IMPLICATIONS FOR THE FOLLOWING? IF SO, PLEASE RECORD ACTIONS TO BE TAKEN**

Local priorities	Implications	Timescale and who is responsible
<p><b>Celebrate diversity and ensure that Plymouth is a welcoming city.</b></p>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p><b>Pay equality for women, and staff with disabilities in our workforce.</b></p>	<p>Sensitive information about agency workers is held by the agencies. Management information (MI) setting out the demographics of those employed by the agency will be provided and analysed on a quarterly basis. This information will support in assessing the demographics of agency workers coming in to the authority and allow the Council to take remedial action if required. Suppliers will be incentivised (through tiering) to provide accurate diversity data.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>

<p><b>Supporting our workforce through the implementation of Our People Strategy 2020 – 2024</b></p>	<p>The use of agency workers within the Council contributes to meeting the aims of the People Strategy by helping to ensure that the Council has a resilient workforce in place to meet the needs of residents.</p> <p>Human Resources &amp; Organisational Development have developed mandatory equality and diversity training for new joiners to help them understand their equality and diversity responsibilities. The contract may be able to assist by sending relevant training information and links to workers on their start date to assist with their induction. Welcome packs/sheets will be provided agency workers induction which sets out the Council values and code of conduct.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>
<p><b>Supporting victims of hate crime so they feel confident to report incidents, and working with, and through our partner organisations to achieve positive outcomes.</b></p>	<p>The Council continues to work with its partners to reduce hate crime within the city. Where a victims of our hiring community has become aware of an incident of a victim themselves they will be appropriately supported.</p> <p>The contract provides procedural mechanisms for reporting such issues. There will be an internal policy providing guidance to hiring managers on the appropriate procedure for agency workers raising such issues. This will be supported by the contract terms which will also flow through to the supply chain of agencies.</p>	<p>Human Resources &amp; Organisational Development Duration of contract</p>
<p><b>Plymouth is a city where people from different backgrounds get along well.</b></p>	<p>Not applicable.</p>	<p>Not applicable.</p>
<p><b>Human rights</b> Please refer to <a href="#">guidance</a></p>	<p>There are relevant clauses in the Yorkshire Purchasing Organisation framework contract to support this which states that suppliers must work in accordance with UK law.</p>	<p>HR and Procurement. The procurement activity and the implementation of the new contract.</p>

## STAGE 4: PUBLICATION

Responsible Officer – Kim Brown, Director of Human Resources & Organisational Development      Date 19<sup>th</sup> January 2022

Strategic Director, Service Director or Head of Service