

# EQUALITY IMPACT ASSESSMENT – AGENCY CONTRACT

Human Resources and Organisational Development



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

<b>What is being assessed - including a brief description of aims and objectives?</b>	<p>In order for Plymouth City Council to achieve its vision of a Pioneering, Growing, Caring and Confident city, we need a motivated, skilled and engaged workforce. Our Agency Contractor supports our goal by working in partnership with PCC to deliver services. This Equality Impact Assessment assesses the Council's temporary labour agency contract.</p> <p>The YPO Framework and specification ensures that the public sector equality duty is addressed and there is a requirement that there is representation of underrepresented groups in our temporary supply. It also requires agencies to proactively address equality issues such as any under-representation in their own workforce.</p> <p>Pertemps are the selected agency from the Framework.</p> <p>The Council does not accept discrimination on any grounds and any cases of grievances/discrimination are handled under a service level agreement.</p>
<b>Author</b>	Jane Stephenson (Head of HR Business Services)
<b>Department and service</b>	Human Resources and Organisational Development
<b>Date of assessment</b>	July 2017

**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>	<table border="0"> <tr> <td>16 to 17</td> <td>-</td> <td>2</td> </tr> <tr> <td>18 to 50</td> <td>-</td> <td>702</td> </tr> <tr> <td>51 to 65</td> <td>-</td> <td>268</td> </tr> <tr> <td>66 to 75</td> <td>-</td> <td>22</td> </tr> <tr> <td>76 and over</td> <td>-</td> <td>1</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td><b>995</b></td> </tr> </table>	16 to 17	-	2	18 to 50	-	702	51 to 65	-	268	66 to 75	-	22	76 and over	-	1	<b>TOTAL</b>		<b>995</b>	No adverse impact expected. Pertemps employ 65% in the 18 to 50 age bracket and 27% in the 51 to 65 age bracket and an overall 30% of the workforce is over the age of 50.	<p>We will monitor the contract to ensure Pertemps adopt the CIPD recommendations<sup>1</sup> in our People Strategy:</p> <ol style="list-style-type: none"> <li>1) Inclusive recruitment and strong recruitment pipelines.</li> <li>2) Invest in training, development and performance management.</li> <li>3) Support employee health and wellbeing.</li> <li>4) Support flexible working.</li> </ol> <p>We will measure our progress by monitoring the age of our workforce during contract meetings.</p>	HR Business Services 2017 - 20.
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<b>Disability</b>	<p>Disabled = 3% Not disabled = 97%</p> <p>The local population (10% of our population have their day-to-day activities limited by a long-term health problem or disability).</p>	No adverse impact anticipated although the numbers represented are low which means we have a less diverse workforce than we would like.	We encourage the placement of agency workers with a disability and will continue to support Pertemps working with both Working Links and Remploy to ensure all candidates feel they are welcome to apply for our roles and work safely and productively within the Council.	HR Business Services 2017 - 20.																		
<b>Faith/religion or belief</b>	37% are Christian and 61% report no religion. Only 1% is recorded as having a different religion.	No adverse impact anticipated. Where Pertemps workers have religious beliefs they are given the same support as our own	We will continue to monitor the data during the contract lifespan to ensure candidates of all faiths/beliefs feel able to apply for our roles and work safely	HR Business Services 2017 - 20.																		

<sup>1</sup> Avoiding the demographic crunch: Labour supply and the aging workforce, CIPD, June 2015

	The religious profile of Plymouth as a whole is 58% of the population report as Christian, 33% reported as no religion.	staff to be respected for those beliefs.	and productively within the Council.	
<b>Gender - including marriage, pregnancy and maternity</b>	Female = 55% Male = 45% There is a slightly greater proportion of females working for Plymouth City Council when compared with the overall population of Plymouth (females 50.3%, males 49.7%).	No adverse impact anticipated. The Council is an attractive employer for female workers as we have a high proportion of part time positions available. We also pay the Foundation Living Wage which is beneficial for female workers who are in low skilled part time positions.	We will continue to monitor the data during the contract lifespan to ensure candidates both male and female, are represented equally, and feel able to apply for our roles and work safely and productively within the Council. We will monitor and ensure that Pertemps pay agency workers the Foundation Living Wage.	HR Business Services 2017 - 20.
<b>Race</b>	8% of Pertemps employees who provided information are of Black or Minority Ethnic origin. This is slightly more than the Plymouth population as a whole (7.1%).	No adverse impact anticipated.	We will continue to monitor the data during the contract lifespan to ensure candidates from any race are represented equally, and feel able to apply for our roles.	HR Business Services 2017 - 20.
<b>Sexual orientation - including civil partnership</b>	97% of Pertemps workers are heterosexual / straight. 3% are either gay or bisexual. There is no precise local data on the numbers of Lesbian, Gay and Bi-sexual (LGB) people in Plymouth, but nationally the government have estimated this to be between 5 and 7%	No adverse impact anticipated.	We will continue to monitor the data during the contract lifespan to ensure candidates of any sexual orientation are represented equally, and feel able to apply for our roles.	HR Business Services 2017 - 20.

**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
<b>Reduce the gap in average hourly pay between men and women by 2020.</b>	The council has set 'reducing the gap in average hourly pay as one of our 3 equality objectives. We already have corporate policies in place to support this action, such as our adoption on the Foundation Living Wage which is paid to all our staff. This applies to our Agency Workers contract.	HR Policy Specialist 2016-20
<b>Increase the number of hate crime incidents reported and maintain good satisfaction rates in dealing with racist, disablist, homophobic, transphobic and faith, religion and belief incidents by 2020.</b>	<p>Pertemps staff follow our corporate policies and are aware of how they can report grievances. Pertemps management team investigate grievances cases supported by managers within Plymouth City Council. Complaints must be acknowledged within 48 hours as per the terms of the contract, and swift resolution found.</p> <p>Pertemps also report back to PCC incidents of inappropriate behaviour their staff are subject to in their working environment in order for PCC to take appropriate action.</p>	Head of Specialist Services 2016 - 20.
<b>Good relations between different communities (community cohesion)</b>	Pertemps encourage candidates for across the city to register and apply for opportunities to work at the Council.	Pertemps
<b>Human rights</b> Please refer to <a href="#">guidance</a>	All Human Rights are respected.	Pertemps

**STAGE 4: PUBLICATION**

Responsible Officer Jane Stephenson

Date July 2017

Head of Human Resources Business Services