

## Equality Impact Assessment Form and Action Table 2015

(Expand the boxes as appropriate, please see guidance ([www.somerset.gov.uk/impactassessment](http://www.somerset.gov.uk/impactassessment)) to assist with completion)

"I shall try to explain what "due regard" means and how the courts interpret it. The courts have made it clear that having due regard is **more than having a cursory glance** at a document before arriving at a preconceived conclusion. Due regard requires public authorities, in formulating a policy, to give equality considerations the weight which is **proportionate in the circumstances**, given the potential impact of the policy on equality. It is not a question of box-ticking; it requires the equality impact to be **considered rigorously and with an open mind.**"

**Baroness Thornton, March 2010**

**What are you completing the Impact Assessment on (which policy, service, MTFP reference, cluster etc)?**

The procurement of the Temporary Labour Contract.

**Version**

1

**Date**

Jan 2018

### **Section 1 – Description** of what is being impact assessed

The current Temporary Labour contract is provided by Reed and expires on the 30<sup>th</sup> November 2018. The contract is provided via a master vendor solution and that model provides benefits to SCC via:

- a single point of contact for the authority,
- certainty on prices and rates,
- increased contract governance,
- transparent management information of SCC temporary workforce and
- process efficiencies in terms of the Procure2Pay process.

The contract is to be re-awarded for commencement in Dec 18 and this report assesses the impact of that award.

This contract will provide SCC with access to temporary workers who will fulfil a wide variety of roles within the authority including general administrative, social care, social work, technical, operational support and management

### **Section 2A – People or communities that are targeted or could be affected** (taking particular note of the Protected Characteristic listed in action table)

The award of a new contract for temporary labour could have an impact/effect on the following groups of people;

- Somerset County Council (SCC) Services/Leads
- Incumbent SCC temporary workforce
- Service Users

The current temporary labour supplier provides SCC with monthly management Information. The report includes diversity information that provides data on ethnicity, nationality, age, and gender etc. which allows consideration of any impact on those groupings. Continuing to provide the temporary workforce via the same supplier ensures no impact on the protected characteristic groups and those listed above.

### **Section 2B – People who are delivering** the policy or service

The changes contained within the new contract under MSTAR2 are minimal. The ordering and invoicing process will remain the same.

There are two key areas of change

- 1) Job Categories – a revised set of high level job categories has been agreed and charges are based on this.
- 2) Fees – MSTAR2 has a set of fees agreed with the supplier which is based on both job category and wage bands.

HROD will work with the supplier to ensure that the reimplementation is successful and that clear communication of changes is issued to impacted parties. The supplier has an onsite presence at County Hall which will assist with the reimplementation.

**Section 3 – Evidence and data** used for the assessment (Attach documents where appropriate)

As mentioned in section 2A above, monthly management information is provided to the authority by the current providers, this arrangement will continue upon the award of the new contract.

**Section 4 – Conclusions** drawn about the equalities impact (positive or negative) of the proposed change or new service/policy (Please use **prompt sheet** in the guidance for help with what to consider):

**Equality**

The award of the contract has no negative effects on any particular groups of people. Recruiting managers will continue to access CV's in the same way as they currently do via the current supplier's REMAS system.

If you have identified any negative impacts you will need to consider how these can be mitigated to either reduce or remove them. In the table below let us know what mitigation you will take. (Please add rows where needed)			
Identified issue drawn from your conclusions	Actions needed – can you mitigate the impacts? If you can how will you mitigate the impacts?	Who is responsible for the actions? When will the action be completed?	How will it be monitored? What is the expected outcome from the action?
<b>Age</b>			
No impact identified			
<b>Disability</b>			
No impact identified			
<b>Gender Reassignment</b>			
No impact identified			
<b>Marriage and Civil Partnership</b>			
No impact identified			
<b>Pregnancy and Maternity</b>			
No impact identified			
<b>Race</b> (including ethnicity or national origin, colour, nationality and Gypsies and Travellers)			
No impact identified			
<b>Religion and Belief</b>			
No impact identified			
<b>Sex</b>			
No Impact identified			
<b>Sexual Orientation</b>			
No impact identified			
<b>Other</b> (including caring responsibilities, rurality, low income, Military Status etc)			
n/a			

<b>Section 6</b> - How will the assessment, consultation and outcomes be published and communicated? E.g. reflected in final strategy, published. What steps are in place to review the Impact Assessment	
The impact assessment will form part of the Evaluation report which will support the Key decision Process. It will also be considered as part of the implementation plan for the new contract.	
<b>Completed by:</b>	Paul Skuse, Service Manager, Commercial & Procurement
<b>Date</b>	3 Jan 2018
<b>Signed off by:</b>	Tom Rutland – Corporate Equality Manager
<b>Date</b>	3 Jan 2018