



Equality Impact Assessment Form (updated March 2016)

This is where you evidence how a policy or practice, or a decision relating to a policy or practice, complies with the general equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations

This form is intended to guide and prompt you about the questions and evidence that you need to think about. As indicated in the guidance, this assessment takes into consideration each of the “protected characteristics” listed in the Equality Act 2010 – race, age, gender etc. This assessment should be used to inform any relevant decision about the policy or practice. Please state policy options in the assessment.

Service Area: Regeneration, Investment & Housing	Head of Service: Keir Duffin	Person responsible for the assessment: Lana Pearce	Date of Assessment August 2018	
Name of the policy/practice to be assessed: Economic Inactivity Programmes that are currently being delivered by Community Regeneration.			Is this a new, existing or policy/practice under review?	Existing

<p>1. Briefly describe the purpose of the policy/practice</p> <p>If the policy/practice is under review, please list any options under consideration</p>	<p>The Community Regeneration department delivers a number of employment and training Measures, which include supported employment, training, Work Clubs, Work Experience, Skill Development, and Enterprise Initiatives. Our aim is to create a framework in which Advisers can focus on delivering results, activity and processes, and have a wide range of partners to draw support for customers. This framework will allow a more accessible, effective and personalised programme of support to be delivered to our customers. Our framework will include:</p> <ul style="list-style-type: none"> • A minimum policy requirement, including face-to-face meetings; • Flexible adviser support delivered by advisers according to need. • A flexible menu of support options. <p>These points will assist the team to deliver and;</p> <ol style="list-style-type: none"> 1. Engage people into mainstream provisions and employment related activities. 2. Improve people skills and educational achievement with relation to employment and further education. 3. Support people into employment.
<p>2. Name any associated policy, legislation, corporate objective etc.</p>	<p>DWP - Welfare to work Reform Worklessness and Skills agenda Community Strategy Economic Growth Strategy Wellbeing of Future Generations Act Welsh Government Employability Plan Youth Engagement and Progression Framework</p>

<p>3. Who are the main stakeholders in relation to the policy/practice?</p>	<ul style="list-style-type: none"> • Newport City Council – Deliver services, employ all staff who deliver services and coordinate activities with partners. • DWP/ JCP – Provide referrals and benefit guidance for customers and workers delivering the service. • Resilient Communities – Supporting the service by providing recourses such as venues, volunteers and support staff. • Public Service Board • ESF (WEFO) • The people taking part in the programmes delivered • Employers and business in Newport that benefit from a better skilled workforce
<p>4. Who performs the service?</p>	<p>Newport City Council provides this service through their Community Regeneration Team. (Work & Skills, Youth Service, Resilient Communities, Families First, Flying Start, Play Development)</p> <p>Working in partnership with the stakeholder partners to create an environment of delivery that is well resourced, financed and professionally delivered.</p>
<p>5. What outcomes are wanted from this policy/practice?</p>	<p>Create an engagement tool that delivers effective communication, Accessibility, Capability and effective processes.</p> <ul style="list-style-type: none"> • Engage people into mainstream provisions and employment related activities. • Support people to remove barriers to employment such as child care, accommodation, budgeting etc. • Improve people skills and educational achievement with relation to employment and further education. • Support people into work experience placements. • Support people into employment.

<p>6. What factors could contribute to/detract from the outcomes (risks/opportunities)?</p> <p>Please list the factors for each separate policy/process option under consideration</p>	<p>Risks</p> <ul style="list-style-type: none"> • Reduced income will affect the level of resources. • Changes in legislation and welfare reform will affect customer circumstances. • Further dip in the economy would detract against those looking for employment. • Programmes/Funding ending. <p>Opportunities</p> <ul style="list-style-type: none"> • Changes in welfare reform could push people back to employment or into activities. • Continued good performance will create further income to invest in further resources
<p>7. Describe the steps you have taken to carry out this assessment e.g. consultation and involvement</p>	<p>We have take a 4 step approach to the assessment and considered feedback;</p> <ol style="list-style-type: none"> 1. Partners and Stakeholders 2. Staff 3. Community members (customers) 4. Employers <p>We have completed consultation events with all 4 groups. For stakeholders and staff we have completed meeting where we have asked a series of questions and created discussion groups to collate the information.</p> <p>We completed consultation with customers by completing surveys one to one.</p>
<p>8. Give a summary of the information the council has taken into account for this assessment</p>	<p>Community Surveys – We have completed a survey across our communities asking a series of questions that provided us with peoples perceptions of employment, skills and education in the city, from this we are able to target specific projects and programmes that will directly deliver community needs.</p> <p>Consultation events – We have completed consultation events with employers and partners. At which a series of points were discussed and all information was collated again informing the projects that we put in place.</p>

9. Does the policy /practice eliminate discrimination and promote equality and good community relations due to:

- **Age**
- **Gender**
- **Disability**
- **Race**
- **Religion/belief**
- **Welsh language**
- **Gender reassignment**
- **Marriage/civil partnership**
- **Sexual orientation**

All support consciously provides specific support based upon each persons Age, Gender, Disability, Race, Language, and Gender. We will provide specific support based on specific needs.

All people will be entitled to access the Work Based Learning Academy programme that support work placements and employment opportunities.

Age – Delivering services to people aged 16 – 70. This age range has been delivered in line with DWP welfare legislation and DWP guidance for working age. Using this guidance we do target project specifically 16 – 19 year olds and 18 – 24 year olds through specific projects.

Gender – Working inclusively to deliver all services to all gender groups. We monitor the ratio of delivery to this group and will actively promote.

Customers will be referred to the team irrespective of gender; we expect our delivery to benefit all customers in finding employment and improving skills. The team will issue guidance to advisers on referrals, ensuring that all referrals are made on the basis of suitability for the provision.

Women are more likely to have caring and childcare responsibilities than men. To mitigate any potential impact, we will provide support to all carers and those with childcare responsibilities to help them to improve skills, look for and sustain work. Our teams will also be signposting parents to more specialist services, where necessary. We will make parents aware of local provision of services of which they might not previously been aware.

Disability - We will ensure that our provision is accessible to disabled claimants. For example, by continuing to train and provide supervision to advisors so they are able to work flexibly with claimants with hidden and complex needs; and producing materials in accessible formats. Where appropriate, advisers will proactively consider whether reasonable adjustments might benefit claimants with disabilities. Referrals to appropriate partners will continue to take place for claimants facing complex barriers to employment, with the highest support needs. For example the introduction of ESA and activities to support this customer group will see more customers entering employment.

Sexual Orientation - All customers will be treated fairly and equally regardless of sexual orientation. Greater flexibility will allow advisers to focus on and take account of the employment support needs of individual customers.

Religious Belief - All claimants engaged into activity will be treated fairly irrespective of their religion or belief and will not be asked to undertake any activity which goes against their belief and allowances will be made to reflect religious

Race – Customers will be engaged regardless of race, Language poses a barrier to employment for some claimants from ethnic minorities. Claimants will be offered fully funded English for Speakers of Other Languages (ESOL) provision. Additionally the promotion of projects will take into consideration customer's race. We are expecting to see a greater impact on services with relation to language especially with Newport being a Hub for immigration in Wales. We are preparing further resource to support ESOL and basic skills.

Welsh language – All information relating to our projects are available in Welsh also dialogue with adviser is also available in Welsh if requested.

Gender reassignment – There is no impact on this group

Marriage/civil partnership – There is no impact on this group

Accessibility - Considerations - Is there any mobility issues that may affect the client's ability to access the support offered? Are there caring issues that need to be taken into account to allow the client to attend?

Mitigation - Discussion initiated with the customer at outset to understand any equality issues to be taken into account. Support arrangements agreed with customer to facilitate access to intervention/support. Time is allocated based on agreed individual requirements of customers.

Communication - Consideration – Translation requirements, Learning disabilities, Mental health, Other health considerations.

Mitigation - Focuses initially on individual need, mapping out extra support or reasonable adjustment requirement.

Ensure appropriate method of contact is in place to provide most appropriate level of service. External support options are considered based on client need.

Capability - Consideration - Are there knowledge and capability gaps that will prevent advisers applying processes appropriately? Mitigation - Discussion initiated with the customer at outset to understand any equality issues taken into account. Support arrangements agreed with client to facilitate activities. Discussion with customer focuses initially on individual need, mapping out extra support or reasonable adjustment requirement. Ensure appropriate method of contact is in place to provide most appropriate level of service. Advisers are regularly assessed via the Quality Assessment Framework and Performance Management Framework and personal development targeted as required.

10. Summary of the impact of the policy/practice on the general equality duty

The implementation of this policy will assist the local authority to eliminate unlawful discrimination by ensuring that all staff familiarise themselves with the policy. The implementation will ensure that the authority mitigates any possibility of discrimination. Also if the authority is challenged, the policy will provide evidence of a process that is followed within the organisation to eradicate any form of discrimination.

The policy will also actively improve the quality of the offer of opportunities that we offer to local residents. Ensuring that the local residents are adequately informed and regardless of circumstance.

The policy will finally provide a consistent message across all groups of people ensuring that the information is relevant and informative.

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Equality Action Plan –		
Key Actions	Actions (with dates) Any associated performance measures	Lead Officer(s)
Further actions to eliminate discrimination, promote equality and good community relations on the grounds of:-		
Age Gender Etc	<p>When determining the level of support a customer requires, have processes been assessed to ensure they meet legislative requirements?</p> <p>Due regard is given to all methods of managing interventions with clients to ensure fairness and parity.</p> <p>We measure the success of contact with customer groups by counting the number of customers that we engage with, measure the number of people employed against those we have engaged with.</p> <p>We will also measure our success against National performance and local performance as provided by the Department of Work and Pensions.</p> <p>Every customer that engages into activities completes an equality survey that will ascertain their age, gender, Race, Religion, and disability to ensure that we are prepared to provide an accessible service to the customer.</p> <p>As highlighted in section 9 we have a concern with regards to specific groups and plan to put in place the following interventions.</p> <p>Disability – We ensure that all venues are DDA compliant and that customers are able to communicate in any format they require. We have also invested in training for staff to ensure they are equipped to provide support for both mental and physical disabilities.</p> <p>Language – We have ensured that we have suitable provision available to support customers through both translation and the learning of English as a second language. We work closely with the BME partnerships in Newport to provide translation solutions and work closely with local colleges to provide suitable ESOL provision.</p> <p>All inductions and greetings are conducted in the medium of Welsh, and</p>	David Price

	<p>the opportunity is provided to all residents to continue their activities in the medium of Welsh as stated in the Welsh Language Standards.</p>	
<p>If there are decisions pending that will affect this policy/practice please state when and how the decision will be taken</p>	<p>NA</p>	
<p>How will the policy/practice be:</p> <ul style="list-style-type: none"> • Monitored • Performance assessed • reported 	<p>We will monitor performance based on a single number count of customers who engage into services and are affected by the service, i.e. training, education and employment.</p> <p>We will assess performance against a number of Key Performance Indicators that are used in performance monitoring.</p> <p>We will report performance using the Wellbeing Objectives, and the key performance indicators.</p>	

Does the EIA need to be revisited in 6 months/a year?	Annually	
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Signed (lead officer) _____

Signed (Head of Service) _____

Date _____