

## ‘EQUALITY ANALYSIS’ TEMPLATE (Analysing the Effects on Equality)

### RELEVANCE TESTING - STAGE 1 (Steps 1 & 2) (Formerly Initial Screening)

STEP 1: WHAT SHOULD BE ANALYSED / RESPONSIBLE OFFICER		
Name of ‘policy’ (See Glossary section)	Adverse Impact	
Assessment Date	18th October 2016	
Analysis Reference No	EA000077	
Is this a new or existing Policy/Procedure:	<b>New</b>	<b>Existing</b>
	X	
Council strategic theme Policy linked to and how will it support its delivery?	Economic prosperity	
Is the <b>responsibility</b> for the proposed ‘policy’ shared with another department or organisation? If so who and how are responsibilities split or shared? Partners should be involved in the process.	Responsibility for delivery work under the programme will be shared with the partners of the greater Birmingham & Solihull Local Enterprise Partnership, The City Council will be the sole accountable body for the ESF grant that is awarded. The partners have been fully consulted in the development of this programme and have a shared commitment to deliver on equality and diversity.	
<b>Responsible Officer:</b>	<b>Role:</b>	<b>Directorate:</b>
Waheed Nazir	Strategic Director	Economy

**As a public authority we need to ensure that our ‘policies’ current and proposed give ‘due regard’ to the requirements of the Public Sector Equality Duty.**

STEP 2: ESTABLISHING THE RELEVANCE OF YOUR POLICY TO EQUALITY
How do questions 1 – 5 meet your Policy Aims, Objectives and Projected Outcomes? Please provide a brief analysis of your findings to include:
<ol style="list-style-type: none"> <li>1. <b>Purpose</b> of the ‘<b>policy</b>’? Who is it intended to <b>benefit</b> and the intended <b>outcomes</b>?</li> <li>2. Will the ‘<b>policy</b>’ have an impact on service users, employees or the wider community?</li> <li>3. Data collection methods employed as part of the review to determine any likely impact</li> <li>4. Policy options considered, including any alternative proposals</li> <li>5. Does the ‘<b>policy</b>’ relate to services which previous engagement has identified as being relevant to a protected characteristic or where there are known inequalities</li> </ol>
<b>Provide a clear analysis of what the relevant data tells you about the likely impact of your decision</b>
<ol style="list-style-type: none"> <li>1. SME’s based within Birmingham &amp; Solihull Local Enterprise Partnership area will benefit from this programme. They will need to demonstrate the business justification for the skills proposal, value for money, their ability to deliver the project and the impact on growing skills within the business. The programme will be open to all businesses meeting the eligible criteria. It will seek to engage with all sections of the community opening up the opportunity to access the support available. The benefits will extend to businesses owned and managed by under represented sub groups, women, youth and those from BME communities. A key outcome of the project is to raise level 3 and 4+ of skill levels of 1,200 employees.</li> <li>2. The policy is likely to have a positive impact on service users and the wider community</li> </ol>

because it will provide tangible skills support to local SME businesses and many of these are owned and run by BME groups, women and young people. These are part of the business support target groups and they will be actively engaged and encouraged to access support services. The programme will be promoted to as wide an audience as possible across the GBSLEP area in order to maximise the potential impact.

3. No new data is available at this time to ascertain the full potential impact of the programme. The partners through the business support sub-group have been fully consulted on the development of this proposal, have agreed to be partners and fully endorse the application. The programme will engage with as many local providers as possible. Partners will attend events targeting these groups to promote the project to a wider audience and make the link between opportunities, economic need and economic growth. During mobilisation and implementation monitoring procedures will be put in place to capture and record engagement data. The programme will be subject to evaluation and all participants will have the opportunity to provide feedback on the recruitment, delivery and impact of their programme participation.
4. A full options appraisal has been carried out as part of the process of applying for ESF funding. This appraisal included the 'do nothing' option leaving businesses to find their own training support in the market place, and one that did not engage fully with all partners thereby removing full access to local knowledge and experience for business engagement across all communities and sectors.
5. The policy relates to services that will have an impact on stakeholders, partners, service users, SME businesses and the wider community. It has been developed from the experience of delivering previous successful project activity in Birmingham funded through RGF, ERDF and ESF and the evaluation and output results generated from this activity.

SEP will lead to up to an estimated £4m of public and private sector investment to help raise skill levels and improve business performance. The SME's will benefit from a more trained workforce, which will lead to an increase in staff retention, workforce progression and opportunities for newly qualified apprentices/graduates to be employed. The programme will contribute towards addressing the skills deficit issue within the local economy.

#### **Analysis of 'policy' in relation to its current potential effects on equality**

##### **Chair Person/Lead Officer**

Name:	Job Title & Directorate:	Signature	Sign-off Date:
Waheed Nazir	Strategic Director, Economy (interim)		November 2016

##### **Chair's comment on analysis:**

The SEP research, design and development has been carried out in consultation with: GBSLEP LEP partners, Major companies and SME's, Universities and trade organisations, which has demonstrated the need for an evidence base, demand led and pragmatic level 3 and 4+ skill levels package compatible within the workplace.

The programme is aligned to the European Structural and Investment Fund (ESIF) and Consultation with major companies and SMEs has demonstrated the need for an evidence base, demand led and pragmatic skills package compatible with the workplace e.g. GBSLEP Strategic Economic Plan; GBSLEP Growth Strategy. Growth Strategy of GBSLEP areas; by growing level 3 and 4+ skill levels.

The programme will raise level 3 and 4+ skill levels of 1,2000 new and existing employees within SME based in GBSLEP area.

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Quality check and review by the Directorate Representative (s):				
Name:	Job Title & Directorate:	Signature	Sign-off Date:	
Relevance Test			Yes	No
The has been checked using the agreed audit arrangements in the Directorate				
Relevance review comments:				

## FULL EQUALITY ANALYSIS - STAGE 2 (Steps 3 to 4)

STEP 3: ASSESSING SPECIFIC IMPACT	
Utilising your data sources information (Step 2). What are your findings in respect of the individual protected characteristics in relation to the three aims of the General Duty - <b>Eliminate unlawful discrimination</b> , harassment and victimisation, <b>Advance equality of opportunity</b> , <b>Foster good relations</b> . Please provide a brief analysis of your findings to include:	
<ul style="list-style-type: none"><li>• Does the policy involve or focus on a particular equalities group, i.e. because they have particular needs?</li><li>• Details on potential for differential impact (negative or positive) / possibility of <b>discriminating unlawfully</b>, directly or indirectly, against people from any protected characteristics</li><li>• Is there any potential effect on <b>relations between certain groups</b>?</li></ul>	
Please describe how you justify your answer	
Age	
Disability	
Gender reassignment	
Pregnancy and maternity	
Race	
Religion or belief	
Sex	
Sexual orientation	
Marriage and civil partnership (aims 1 & 2 not applicable)	

<b>DATA GAPS</b> - Have you identified any specific equality issues and data gaps that may need to be addressed through consultation and/or further research
<b>Please provide details</b>

<b>INVOLVING AND CONSULTING STAKEHOLDERS</b>
<ol style="list-style-type: none"><li>1. Who has been approached to explore these issues e.g. staff groups, trade unions, student voluntary groups etc (Please give dates and details of contact)</li><li>2. How have you gained the views of these experts/groups (e.g. letter, meetings, interviews, forums, workshops, questionnaires or any other method)?</li></ol>
<b>Please provide details:</b>

**OVERALL SUMMARY OF YOUR ANALYSIS****Please provide a summary of your analysis to include:**

- How you intend to utilise the findings as part of your decision-making;
- How your policy will meet the city councils responsibilities in relation to equality;
- How you will engage service users, employees in implementation, monitoring and review;
- How you will include commissioning and procurement considerations (if applicable);
- What opportunities might have been missed for making changes to the policy which would have a positive impact on certain groups;
- What changes/modifications will now be made to the policy in the light of this Analysis;
- How will these changes/modifications be communicated to interested parties (i.e. the groups which were adversely affected) and those consulted?

**Quality check and review by the Directorate Representative (s):**

Name:	Job Title & Directorate:	Signature	Sign-off Date:

**Full Equality Analysis** has been checked using the agreed audit arrangements in the Directorate

**Summary** of strengths pertaining to the equality analysis. If further work needs to be done on the Analysis, you will need to state this

**STEPS 4: MONITORING AND REVIEW** Any actions identified as an outcome of going through Step 3, should be mapped against the headings within the Action Plan.

	<b>Actions</b>	<b>Ref No</b>	<b>Target Date</b>	<b>Outcomes</b>	<b>Responsible post holder/ directorate</b>
Scoping your Equality Analysis and Analysing the information					
How you will measure the effects of the policy					
How will you ensure your Actions are included within your Business Plans					

**STEP 5: DECISION MAKING, SIGN OFF PROCESS AND PUBLICATION** - At this stage we recommend that a senior manager/board member signs off the analysis

**The signature at each sign off stage below is based on the understanding that:**

- A Full Analysis gives “due regard” to the 3 aims of the General Duty
- Consultation and Engagement has been undertaken and has informed decision making
- Consideration has been given to take account of disabled persons’ disabilities, even where

that involves treating disabled persons more favourably than other persons
<ul style="list-style-type: none"><li>• Relevant information (key findings of the analysis) have been documented</li><li>• Where an adverse impact is identified, consideration must be given on how to mitigate</li><li>• Considerations have been given to alternate options</li><li>• Adequate records detailing decisions made at relevant stages, have been documented</li><li>• Action plan completed</li></ul>

Service Director or Senior Officer (sign-off)			
Name:	Job Title & Directorate:	Signature	Sign-off Date:
What decisions do you want the members to consider and what are the implications?			
Relevant Cabinet Member:			
Portfolio:			