**Charnwood Borough Council**

**Equality Impact Assessment**

**‘Knowing the needs of your customers and employees’**

* **Background**

An Equality Impact Assessment is an improvement tool.  It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

* **Legislation- Equality Duty**

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

     Eliminate discrimination, harassment and victimisation

     Advance Equality of Opportunity

     Foster good relations

For the following protected characteristics:

**1.**     Age

**2.**    Disability

**3.**     Gender reassignment

**4.**     Marriage and civil partnership

**5.**     Pregnancy and maternity

**6.**     Race

**7.**     Religion and belief

**8.**     Sex (Gender)

**9.**     Sexual orientation

What is prohibited?

**1.**     Direct Discrimination

**2.**    Indirect Discrimination

**3.**     Harassment

**4.**     Victimisation

**5.**     Discrimination by association

**6.**     Discrimination by perception

**7.**     Pregnancy and maternity discrimination

**8.**     Discrimination arising from disability

**9.**     Failing to make reasonable adjustments

**Note: Complete the action plan as you go through the questions**

* **Step 1 – Introductory information**

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| Title of the policy | Enterprise Zone – Covid 19 Recovery Programme (Cabinet 19/11/2020) |
| Name of lead officer and others undertaking this assessment | David Hankin |
| Date EIA started | 23/10/2020 |
| Date EIA completed | 23/10/2020 |

* **Step 2 – Overview of policy/function being assessed:**

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| Outline: What is the purpose of this policy? (Specify aims and objectives) |
| To engage with a partner in the delivery of a programme designed to assist highly skilled people and graduates adversely affected by the global pandemic in acquiring entrepreneurial skills and capabilities to grow and establish new businesses to support the recovery of the local economy. |
| What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them? |
| The policy is aimed at skilled individuals who will lose their jobs and recent graduates unable to find employment due to the impact of Covid 19 to support the development and application entrepreneurial skills complementart to their technical and academic skills to help establish new businesses and growth. |
| Which groups have been consulted as part of the creation or review of the policy? |
| Loughborough University  Leicester and Leicestershire Enterprise Partnership  Enterprise Zone Implementation Groups (LUSEP and Charnwwod Campus) |

* **Step 3 – What we already know and where there are gaps**

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| List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.  Data/information such as:   * Consultation * Previous Equality Impact Assessments * Demographic information * Anecdotal and other evidence |
| Numbers of claimants for the LEP area are monitored by DWP and ONS and alalysed by the LLEP with regular updates published through Intelligence Updates – since September 2019 and September 2020 the number of claimants has increased by 22,445 to 36,495, largely attributable to the economic impact of the pandemic.  Outside the City claimant counts are higher in Charnwwd than in any other district and are continuing to grow from less than 2,000 at the start of the pandemic in March 2020 to 4,930 in September 2020.  It is widely anticipated that as the pandemic continues many companies will be compelled to shed workers, particularly as the government’s furlough scheme is phased out. Others may be forced into closure; Across the LLEP area the number of businesses forced into dissolution or liquidation increased appreciably from 105 in August 2020 to 868 in September. Virtually all seectors have been adversely affected but among them are professional, scientific and technical activities.  Loughborough University are responsible for the management of the Science and Enterprise Park and clearly are closely in touch with recent graduates – as such the University is well placed to monitor and comment upon the prospects for business in the high technology and advanced manufacturing sectors as well as this years graduates. As a partner in the delivery of this policy the University is commited to the need to intervene to support skilled individuals across all groups to improve their prospects for employment, self employment and the founding of localbusinesses with the capability to grow and aid the recovery of the economy. |
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| What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list) |
| The data does not disaggregate the diversity of groups seeking employment / support in developing the skill sets required to become successful founders.  That information will be gathered by the partnership in evaluating the success of the project and used to inform recruitment strategies for subsequent cohorts joining the programme over its proposed two year term. |

* **Step 4 – Do we need to seek the views of others? If so, who?**

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| In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why. |
| No – the immediate priority is to ensure that the structures are in place to deliver the programme given the fact that the economy already has lapsed into recession and the future remains uncertain. |

* **Step 5 – Assessing the impact**

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| In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any ‘protected characteristics’ and provide an explanation for your decision (please refer to the general duties on the front page). | |
|  | **Comments** |
| **Age** | Positive – the policy will provide opportunities for more mature people to acquire additional skills to complement their professional and technical capabilities as a potential business founder – similarly the policy will assist recent graduates whose employment opportunities will have been constrained by the economic recession precipitated by the Covid 19 pandemic. |
| **Disability**  **(Physical, visual, hearing, learning disabilities, mental health)** | Neutral – access to the programme will be available for people with disabilities. |
| **Gender Reassignment**  **(Transgender)** | Neutral – the programme will be open to all. |
| **Race** | Neutral – the programme will be open to all. |
| **Religion or Belief**  **(Includes no belief)** | Neutral – the programme will be open to people of all faiths and none. |
| **Sex**  **(Gender)** | Neutral – the programme will be open to all |
| **Sexual Orientation** | Neutral – the programme will be open to all |
| **Other protected groups (Pregnancy & maternity, marriage & civil partnership)** | Neutral – the programme will be open to all |
| **Other socially excluded groups**  **(armed forces families/ communities, carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)** | Neutral – the programme will be open to all |

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| Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.  Please note:   1. If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. 2. Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people. |
| No adverse impacts 0r potential barriers to participation in the programme have been identified. Both the Borough Council and its intended partner in delivery have adopted policie and procedures in place to ensure equality, diversity and inclusion in the delivery of services and recruitment of staff.  <https://www.lboro.ac.uk/services/hr/equality-diversity/> |
| Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council’s responsibilities in relation to equality and diversity (please refer to the general duties on the front page). |
| Overall it is concluded that the policy will have no adverse effect on the general duties attendant upon the Council for the elimination of discrimination, promotion of equality and opportunity and enablement of good relationships. |

* **Step 6- Monitoring, evaluation and review**

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| Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact? |
| Monitoring and evaluation of participants joining the programme will be undertaken as part of the recruitment process and ongoing review of performance linked to the phased release of funding under the terms of a contract for the delivery of the programme. Information gathered from that process will inform future marketing, advertising and recruitment strategies to ensure that the policy is delivered in conformity with adopted policies for the promotion of equaity and diversity. |
| How will the recommendations of this assessment be built into wider planning and review processes?  e.g. policy reviews, annual plans and use of performance management systems. |
| The contract through which the programme is to be delivered will include specific reference to the provision of relevant data on recruitment of participants to demonstrate the practical application of procedures to ensure equality and diversity with the settlement of funding for the delivery of subsequent phases of the programme being conditional upon the provision of evidence to demonstrate the application of approved procedures supported by corrective action if required. |

* **Step 7- Action Plan**

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| **Please include any identified concerns/actions/issues in this action plan:**  **The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan** | | | |
| **Reference**  **Number** | **Action** | **Responsible Officer** | **Target Date** |
| 1 | Ensure provision within the contract for the delivery of the programme of requirements to apply policies and procedures to ensure the promotion of equality and diversity in the recruitment of participants | D Hankin | March 2021 |
| 2 | Require under the terms of the contract the submission of performance reports at key milestones – typically towards the end of each cohort (i.e. 4 intakes) to demonstrate the achievement of the overall performance targets and evidence of measures to encourage and enable the partipation of people from all sectors of society | D Hankin | On the completion of each cohort at 6 monthly intervals. |

* **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

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|  | **Who needs to know**  (Please tick) | **How they will be informed**  (we have a legal duty to publish EIA’s) |
| **Employees** | / | The terms and conditions for recruitment to the programme will make clear to prospective participants and delivery partners the commitment to measures required in the action plan to ensure the promotion and achievement of equality and diversity |
| **Service users** | / |
| **Partners and stakeholders** | / |
| **Others** | / |
| **To ensure ease of access, what other communication needs/concerns are there?** |  | The delivery partners will work closely with the Council’s own Coms team and “in Charnwood” utilising existing web sites and social media channels to promote access to the programme. |

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| **Please delete as appropriate** |
| **I agree / disagree with this assessment / action plan** |
| **If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales:** |
| **Signed (Service Head):Text, letter  Description automatically generated** |
| **Date: 26 October 2020** |
| **Please send completed & signed assessment to Suzanne Kinder for publishing.** |

* **Step 9- Conclusion (to be completed and signed by the Service Head)**