



## Equality Impact Assessment – Form Template (September 2010)

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, Assessments should take into consideration each of the so-called “protected characteristics” listed in the Equality Act 2010. As such, each of these – race, age, gender etc – are listed in the below questions (Q9 – Q17).

Don't be put off by the apparent length of this form. Many of the questions will not require a specific response, other than “no impact” – to help you complete the form, please refer to the advice note which will answer most queries.

<b>Service Area</b> Finance	<b>Head of Service:</b> Chris Barton Debra Wood-Lawson	<b>Person responsible for the assessment:</b> Sheila Powell, Strategic Procurement	<b>Date of Assessment</b> 18 <sup>th</sup> April 2012	
<b>Name of the function to be assessed:</b> Vendor Managed Service Retender			<b>Is this a new or existing function</b>	This is an existing service

<p><b>1. Briefly describe the aims of the function</b></p>	<p>The Vendor Managed Service provides the Council with temporary workers via a single provider which uses tier agencies to support the delivery of service.</p>
<p><b>2. Name any associated policy, function etc.</b></p>	<p>The service is being retendered as the existing arrangement has reached the end of its term.</p>
<p><b>3. Who are the main stakeholders in relation to the function</b></p>	<p>Service areas that utilise temporary staff. Procurement and HR have direct responsibility for the overall management of the service. Temporary Workers and Agencies providing workers in support of the service.</p>
<p><b>4. Who performs the service?</b></p>	<p>The Service is currently provided by Hays Specialist Recruitment, as Master Vendor, who won the original tender in 2005. It has since been extended and the new service will be provided via the Cardiff All Wales framework arrangement by either Randstad or Comensura, depending on which company wins the new contract. In all cases the service is supported by a number of tier agencies working via the Master provider.</p> <p>The service is managed jointly by procurement and HR officers to</p>

<p><b>5. What outcomes are wanted from this function?</b></p>	<p>The service is required to improve the value for money in the provision of temporary staffing.  The service provides the temporary staff required to support the business in an efficient and effective manner, provides management information to monitor and improve service provision and ensure the provision reflects our internal procedures in terms of equality.</p>
<p><b>6. What factors/forces could contribute/detract from the outcomes?</b></p>	<p>Engagement of service areas</p> <p>Roll out of the new service – Hays are not part of the retender process and therefore the service will transfer to a new provider at the end of the tender exercise.</p> <p>Tier agencies disengagement/willingness to work within a new service provision.</p>

<p><b>7. Is full information and analysis of users of the service available?</b></p> <p>Please include future information gathering and analysis in your Equalities Action Plan</p>	<p>The current system provides full details of recruiting managers, approvers, cost centres, tier agencies, job titles and current and previous workers.</p>
<p><b>8. What consultation has taken place?</b></p> <p>Please include future consultation in your Equalities Action Plan</p>	<p>Service areas have been advised of the re-tender process and engagement requested as part of the overall evaluation project team.</p>

<b>9. Are there concerns that the function <u>could</u> have a differential impact due to age?</b>	No
<b>What existing evidence (either presumed or otherwise) do you have for this?</b>	No issues have been identified that have an impact on age.  See approach to implementing the findings of the review outlined above.

<p><b>10. Are there concerns that the function <u>could</u> have a differential impact due to disability(including learning disabilities, mental health issues, mobility or sensory impairments)?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been identified that have an impact on disability</p> <p>See approach to implementing the findings of the review outlined above.</p>
<p><b>11. Are there concerns that the function <u>could</u> have a differential impact due to gender reassignment?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been identified that have an impact on gender reassignment</p> <p>See approach to implementing the findings of the review outlined above.</p>
<p><b>12. Are there concerns that the function <u>could</u> have a differential impact due to marriage and civil partnership?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been identified that have an impact on marriage or civil partnerships</p> <p>See approach to implementing the findings of the review outlined above.</p>
<p><b>13. Are there concerns that the function <u>could</u> have a differential impact on people due to race?</b></p>	<p>No</p>

<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been identified that have an impact on race</p> <p>See approach to implementing the findings of the review outlined above.</p>
<p><b>14. Are there concerns that the function <u>could</u> have a differential impact on people due to religion or belief (or absence of either)?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been identified that have an impact on religion or belief</p> <p>See approach to implementing the findings of the review outlined above.</p>
<p><b>15. Are there concerns that the function <u>could</u> have a differential impact on people due to sex (gender)?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>The predominance of work is office based and carried out by a various of staff, all of whom are employed in accordance with Equal Opportunities legislation.</p>
<p><b>16. Are there concerns that the function <u>could</u> have a differential impact on people due to sexual orientation?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been raised through consultations that have an impact on the grounds of sexual orientation</p> <p>See approach to implementing the findings of the review outlined above.</p>

<p><b>17. Are there concerns that the function <u>could</u> have a differential impact on people due to Welsh language?</b></p>	<p>No</p>
<p><b>What existing evidence (either presumed or otherwise) do you have for this?</b></p>	<p>No issues have been raised through consultations that have an impact on Welsh language skills</p> <p>See approach to implementing the findings of the review outlined above. We currently do not have employees in the service who state that they have Welsh language skills.</p>
<p><b>18 .How will the function be monitored?</b> Please include answer in your Action Plan</p>	<p>The new service provider will have agreed key performance indicators and management information will be provided monthly and quarterly dependant on the type of report.</p>
<p><b>19. How will the impact of the function be evaluated?</b>  Please include answer in your Action Plan</p>	<p>Once implemented, there is an expectation that the service will remain focused on delivering a effective temporary recruitment service to internal customer base and maximising opportunities for local tier agencies to engage with the service and provide work opportunities in the local community.</p> <p>Cost savings arising from the new service will be monitored.</p>



<b>Key Actions</b>	<b>Milestones (with dates)</b>	<b>Any associated Performance targets</b>	<b>Lead Officer(s)</b>
Actions to eliminate discrimination and promote equality will be detailed for each workstream.			

Signed (lead officer) \_\_\_\_\_

Signed (Head of Service) \_\_\_\_\_