



City of Edinburgh Council

Record of Equality and Rights Impact Assessment

Part 1: Background and Information

(a) Background Details

ERIA Title and Summary Description:

Integrated Employability Service: Re-Commissioning

The City of Edinburgh Council is committed to the improvement of locally funded employability provision. The Integrated Employability Service (IES) will constitute the core infrastructure to engage with and support service users progressing through the [Strategic Skills Pipeline](#). The current contract for this service began on 1 April 2012. This re-commissioning process is to ensure that the next contract best complements local and national priorities ensuring that interventions are applied strategically in alignment with statutory provision. Following the financial crisis in 2008, the original IES contract was developed to meet the needs of a rising level of unemployment. The current landscape and projected future of unemployment presents a different picture. Employability and Skills is now shaping the new service to fit with this economic landscape and in accordance with the recommendations and in line with the 4 key priority groups established in [A Strategy For Jobs](#).

Service Area	Division	Head of Service	Service Area Reference No.
Economic Development	Employability & Skills	Greg Ward	

(b) What is being impact assessed?

Describe the different policies or services (i.e. decisions, projects, programmes, policies, services, reviews, plans, functions or practices that relate to the Corporate ERIA Title):

Policies and Services	Date ERIA commenced
Integrated Employability Service	January 2015

(c) ERIA Team

Please list all ERIA Team Members:

Name	Organisation / Service Area
Rona Hunter, Senior Economic Development Officer	Employability and Skills, Economic Development, City of Edinburgh Council
Brian Martin, Principal Officer	Employability and Skills, Economic Development, City of Edinburgh Council
Katie Weavers, Economic Development Officer	Employability and Skills, Economic Development, City of Edinburgh Council
Alan Christie, European Programme Manager	Employability and Skills, Economic Development, City of Edinburgh Council
Laura McIntyre, Equalities Officer	Employability and Skills, Economic Development, City of Edinburgh Council

Name	Organisation / Service Area
Jim Rafferty, Chief Executive	Capital City Partnership
Iain Rorke, Strategy Manager	Capital City Partnership
Christine Doherty, Partnership & Information Manager	Services For Communities, City of Edinburgh Council

Part 2: Evidence and Impact Assessment

(a) Evidence Base

Please record the evidence used to support the ERIA. Any identified evidence gaps can be recorded at [part 3a](#). Please allocate an abbreviation for each piece of evidence.

Evidence	Abbreviation
Edinburgh's Strategic Skills Pipeline	SSP
A Strategy for Jobs : The City of Edinburgh Council's Economic Strategy 2012-2017	SFJ
<p>IES Project Board – a Project Board was formed to oversee the timeline and support the development of the specification. The Project Board had representatives from Neighbourhood Partnerships, Employability and Skills Strategy team, Welfare Reform Group, European Social Fund, Capital City Partnership for Job Strategy Group and the contract manager of the current service provider.</p> <p>This project board have responsibility for finalising the application process and the scoring panel will include members from this board.</p>	IESPB
Youth Review (June-Dec 2014) - review of youth employability services in Edinburgh being undertaken by Napier University to inform future strategy. This includes interviews and focus groups with local employers, service providers and partners. The information gathered from this and the report that is produced will provide evidence for service requirements.	YR
Caselink (management information system for employability in Edinburgh) reports of engagement, referral and outcome statistics to analyse performance and trends.	CR
Caselink customer satisfaction survey (June/July 2014) – being carried out by Research Resource to survey clients on Caselink to ascertain their views on the services they have received and whether it met their needs.	CCSS
<p>Big Data Analysis – The Scottish Government funded a small scale independent analysis of anonymised data from the Joined Up for Jobs management information system Caselink which holds the employability data for 20,000 clients in Edinburgh.</p> <p>This data analysis was undertaken by Edinburgh Informatics at the University of Edinburgh with the aim of identifying any factors that</p>	BDA

Evidence	Abbreviation
<p>supported a successful transition into employment and what might contribute to sustainable employment. These will be contained in the specification tender documents.</p> <p>This includes:</p> <ul style="list-style-type: none"> • Examination of barriers that clients face – trends/anomalies • Investigation of the support that clients receive – trends/anomalies • Analysis of client outcomes – trends/anomalies • Is there a typical client profile that benefits from our services? Is there a typical client profile that does not benefit from our service? • IES/Hubs- outcomes for clients receiving a service from the Hubs. What differences are there by who has referred them or what stage of the pipeline they are at? 	
<p>Co-Production with the Joined Up For Jobs (JUFJ) network of employability service providers:</p> <ul style="list-style-type: none"> • meeting with the JUFJ Providers Forum steering group, • 3 presentations to the JUFJ Providers Forum - (21.11.14, 27.02.15 and 29.05.15) • 10.03.15 - Key Stakeholders event (Skills Development Scotland, Edinburgh College, DWP and Capital City Partnership) • 05.03.15 - Co-production workshop with over 30 members of JUFJ network • 27.04.15 - Themes event – final event to present the overarching themes that emerged. Open to JUFJ network and Key Stakeholders. Papers circulated via JUFJ website and presented at JUFJ Forum (29.0515). <p>The purpose of these were to inform the network of the reasons and the process and to get feedback on what the network and stakeholders felt were the priority areas for future commissioning.</p>	JUFJ
<p>Co-production with Edinburgh Partnership: Once a year members across the Edinburgh Partnership’s Board, Strategic and Cross Cutting Partnerships and Neighbourhood Partnerships come together to reflect on progress and plan ahead. This included two workshops on the employability pipeline and what early interventions make a difference. 28.10.14</p>	EP
<p>A presentation and discussion with CEC service managers, Neighbourhood Partnership information officers and other interested internal parties. This provided the context of IES and an invitation to discuss co-commissioning where strategies overlap. Five notes of interest were received.</p>	NOI
<p>Desk research – investigation has taken place into:</p> <ul style="list-style-type: none"> • jobseeker claimant rates in relation to age and location • Labour market demand and growth • Poverty indicators and in-work poverty • Mapping of low income households in Edinburgh • Mapping of areas of high unemployment • Mapping of highest free school meal areas • Mapping of JSA claimants by Edinburgh wards 	DR

Evidence	Abbreviation
<ul style="list-style-type: none"> • Mapping on long term unemployed by Edinburgh wards • Mapping of current employability provision by stage of the Pipeline <p>Papers referred to include:</p> <ul style="list-style-type: none"> a. Oxford Economics City of Edinburgh Council Nov 2013 b. Skills Demand and Supply in Edinburgh 2012-2022 c. Edinburgh Claimant Count paper CCP – Nov 2014 d. Regional Skills Assessment Edinburgh & Lothian Nov 2014 e. Edinburgh Childcare Guide extract - free school meals uptake 2014 f. What do we know about in-work poverty? 	
<p>Cllrs Ross and Munro, along with senior officers from Economic Development visited the current IES Employability Hubs on 13.01.15 to provide a context of the Integrated Employability Service at present and discuss issues relating to the labour market in Edinburgh.</p>	CV
<p>An update on progress of the timeline for the IES Commissioning strategy was provided to elected members at the Economy Committee on 18.12.14 A further update was provided to the Economy Committee on 23.06.15 to provide information on progress and co-production.</p>	EC
<p>Integrated Employability Service Bidder Event – information on key themes and procurement process.</p>	BE

(b) Rights Impact Assessment – Summary

Please describe all the identified enhancements and infringements of rights against the following ten areas of rights. Please also consider issues of poverty and health inequality within each area of rights:

- Life
- Health
- Physical security
- Legal security
- Education and learning
- Standard of living
- Productive and valued activities
- Individual, family and social life
- Identity, expression and respect
- Participation, influence and voice

Please indicate alongside each identified enhancement or infringement the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Summary of Enhancements of Rights

Education and Learning

The main focus of the Integrated Employability Service is to maximise the availability of City-wide employment support services to ensure people are able to participate fully in economic activity by ensuring access to employment, training and education. This includes signposting to other providers through the Strategic Skills Pipeline for specialist support. - SSP

The review of the Integrated Employability Service will enhance the ability and equity of opportunity to education and training for job-seeking residents in Edinburgh. The provision of which will enable residents to move towards employment and progress in employment. – SSP, IESPB, JUFJ, DR

Standard of Living / Individual, Family and Social Life

The purpose of the Integrated Employability Service is to assist residents towards economic wellbeing. The links between long term unemployment and poor physical and / or mental health are well documented. This review seeks to ensure equity of access to employability provision to support them towards an improved standard of living. - *DR*

Through the Integrated Employability Service, there is potential for improvement in standard of living for individuals through income maximization from employment, education and training. One of the 4 priorities of A Strategy For Jobs is to support those in low paid or insecure employment. This will form part of the criteria for applications for the Integrated Employability Service contract - *SFJ*

Productive and Valued Activities

Enabling productive and value activities to take place through engaging with employment support is a key element of the Integrated Employability Service. Through engaging with job focused activities and employability support, residents enhance the level of productive and valued activities in their lives. The review of the Integrated Employability Service aims to ensure every resident who requires employability support in Edinburgh has this opportunity to support them towards employment. – *SSP, JUFJ*

Participation, Influence and Voice

By engaging with clients who have accessed employability support (through the Caselink Customer Survey), clients were able to voice their opinion about the services on offer and how these could be improved. This will be taken into consideration when preparing for the commissioning of the new Integrated Employability Service. - *CCS*

Council commitments around co-production and joint design have ensured that local services were involved in the Integrated Employability Service design process and will be positively consulted. This includes JUFJ service providers and key stakeholders being consulted on how this could better serve the needs of clients in the future and how it can best work in partnership with other services. - *JUFJ*

In addition, the specification for this contract stated a requirement for service user involvement in both the design and delivery of the service. - *BE*

Summary of Infringement of Rights

Can these infringements be justified? Are they proportional?

N/A

(c) Equality Impact Assessment – Summary

Please consider all the protected characteristics when answering questions 1, 2 and 3 below. Please also consider the issues of poverty and health inequality within each protected characteristic:

- Age
- Disability
- Gender identity
- Marriage / civil partnership
- Pregnancy / maternity
- Race
- Religion / belief
- Sex
- Sexual orientation

1. Please describe all the positive and negative impacts on the duty to eliminate unlawful discrimination, harassment or victimisation. Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

There is an expectation that the organisation or consortium that are successful with their bid for the IES contract will be proactive at eliminating unlawful discrimination. - *BE*

Negative Impacts

2. Please describe all the positive and negative impacts on the duty to advance equality of opportunity (i.e. by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging participation in public life)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

As part of the specification for the Integrated Employability Service, the bidder will be asked to evidence how they will shape the service to each individual's needs.- *BE*

The strategic objectives and targeted client groups for Employability and Skills, outline in the Strategy for Jobs (SFJ), are currently:

- School Leavers and Young People (14-19yrs)
- Those in low paid or insecure employment
- Early Intervention
- Support for Regeneration and Vulnerable individuals - *SFJ*

The purpose of the Integrated Employability Service is to ensure that anybody who wishes to receive employability support to enter employment can do so. A different service will likely be required for someone who has recently been made unemployed to someone who is classed as long term unemployed. There will be a requirement for the bidder to ensure this is taken into account and that services will be matched to the needs of the client. – *DR, JUFJ, BE*

Additionally, clients who face in-work poverty will also be assisted to progress in employment and move them out of the poverty trap. – *DR, BE*

Negative Impacts

It may be difficult to evidence whether all client groups have advancement of opportunity but there is potential to undertake monitoring through Caselink to analyse the impact. - *CR*

There is potential that the economic climate shifts within the duration of this contract and that the original targets/priorities are no longer the required focus. To overcome this, the contract will allow for this and be flexible enough to adapt to these changes. – *DR, BE*

3. Please describe all the positive and negative impacts on the duty to foster good relations (i.e. by tackling prejudice and promoting understanding)? Please indicate alongside each identified impact the relevant policy or service (see [part 1b](#)) and relevant evidence (see [part 2a](#)).

Positive Impacts

During the review of the Integrated Employability Service there has been consultation and awareness-raising with the Joined Up For Jobs network - including presentations at the JUFJ Providers' Forum, co-production meeting with the JUFJ Providers' Forum Steering Group, co-

production event with JUFJ network, key stakeholders meeting and a follow up presentation to interested parties within the network to present the co-production findings. This promoted understanding while also allowing input and influence from interested parties. – *JUFJ, BE*

The successful bidder of this contract will be encouraged to challenge discrimination and to only segregate client groups where appropriate – the assessment panel must be comfortable that all organisations' values are appropriate.- *DR, BE, JUFJ*

Negative Impacts

It may be perceived that the Integrated Employability Service will focus on job outcomes rather than progressions towards employment resulting in those most job ready and most able clients getting support first. However, the current contract provides evidence against this as they have achieved the targets that were set. – *IESPB, DR*

Part 3: Evidence Gaps, Recommendations, Justifications and Sign Off

(a) Evidence Gaps

Please list all relevant evidence gaps and action to address identified gaps.

Evidence Gaps	Action to address gaps
Over-provision and mixed landscape of youth services	A review of youth services began in June 2014. The findings will be taken into consideration when producing the service specification for the Integrated Employability Service.
Potential gap in provision of drugs and alcohol support services for employability.	Funding received by Access To Industry through Economic Development has been ring-fenced as part of the Edinburgh Drugs & Alcohol Partnership. This is currently being reviewed under a cross-departmental Complex Needs Employability commissioning process.
Lack of co-production with clients and potential clients.	It will be part of the tender specification that on-going consultation with service users is essential and this must be evidenced within a bid submission to ensure their voices and needs are continually heard and views implemented.
More feedback from service providers and interested parties required on the findings from co-production.	A follow up session with the JUFJ network was provided to feedback on the emerging themes and to allow questions to be asked. Additionally, the emerging themes document was provided at the JUFJ forum (29.05.15) and posted on the JUFJ website.
There is a potential gap in Welfare/benefits advice service	This will be addressed through a separate commissioning process as part of the ESF Poverty and Social Inclusion commissioning.

(b) Recommendations

Please record SMART recommendations to

- (i) eliminate unlawful practice or infringements of absolute rights;
- (ii) justify identified infringements of rights; or
- (iii) mitigate identified negative equality impacts.

Recommendation	Responsibility of (name)	Timescale
Ongoing Caselink monitoring will be carried out to analyse client groups to allow us to identify trends in those seeking support. This will allow us to ensure funding is being allocated proportionally to facilitate this need and ensure all required client groups have advancement of opportunity.	Capital City Partnership	ongoing
The contract will allow for shifts within the economic climate where the original targets/priorities are no longer the required focus and will be flexible enough to adapt to these changes.	Employability & Skills, Capital City Partnership	ongoing
Specification reflected the need to focus on earlier stages of the Pipeline to support long term unemployed. A combination of progressions and outcomes were set as targets to reflect this	Employability & Skills, Capital City Partnership	
It will be a condition of the IES contract to adhere to equalities criteria, minimising unlawful discrimination, disadvantage and prejudice. This will form part of the signed contract and will be monitored as part of the quarterly reviews.	Capital City Partnership	ongoing

(c) Sign Off

I, the undersigned, am content that:

- (i) the ERIA record represents a thorough and proportionate ERIA analysis based on a sound evidence base;
- (ii) the ERIA analysis gives no indication of unlawful practice or violation of absolute rights;
- (iii) the ERIA recommendations are proportionate and will be delivered;
- (iv) the results of the ERIA process have informed officer or member decision making;
- (v) that the record of ERIA has been published on the Council’s website / intranet, or
- (vi) that the ERIA record has been reviewed and re-published.

Date	Sign Off (print name and position)	Reason for Sign Off (please indicate which reason/s from list (i) to (vi) above)