

Section 4 Integrated Impact Assessment

Summary Report Template

Audit Risk level

(Risk level will be added by Equalities Officer)

Each of the numbered sections below must be completed

Interim report		Final report	
----------------	--	--------------	--

(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

2017P130 – Integrated Employability Service (IES) Contract

2. What will change as a result of this proposal?

The City of Edinburgh Council is committed to the improvement of locally funded employability provision. The Integrated Employability Service (IES) is 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 2016, however a service has been in place since April 2012.

Employability and Talent Development (ETD) have undertaken a re-commissioning process 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. ETD is now shaping the new service to fit with this economic landscape and in accordance with the recommendations.

3. Briefly describe public involvement in this proposal to date and planned

A period of co-production was undertaken when looking to commission a new service. This included:

Community engagement – a number of events were held in each locality. These were aimed at employability providers and other stakeholders, allowing them to input to shaping the service. This included presentations by stakeholders and breakout groups, with all information collated and shared to participants.

ESOL Focus groups – a number of focus groups were held with students from ESOL groups. This aimed to get their thoughts on what a service should look like and how it would support people moving to Edinburgh from abroad who are seeking employment.

JUFJ Presentation – a presentation was given to the employability providers network, the Joined Up for Jobs Forum, with an opportunity for providers to feedback on the process to date.

Surveys – two surveys were produced, one for service providers and one for potential customers. These were hosted on SurveyMonkey and circulated via the Joined Up For Jobs website, allowing providers to pass to clients they were working with.

4. Date of IIA

Tuesday 23rd January 2018

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
Philip Ritchie	Senior Economic Development Officer	1 st November 2017	Philip.Ritchie@edinburgh.gov.uk
Craig Dutton	Economic Development Officer	1 st November 2017	Craig.Dutton@edinburgh.gov.uk
Sarah Burns	Locality Manager		Sarah.Burns@edinburgh.gov.uk
Evelyn Kilmurry	Locality Manager		Evelyn.Kilmurry@edinburgh.gov.uk

Peter Strong	Locality Manager		Peter.Strong@edinburgh.gov.uk
Christine Docherty	Locality Manager		Christine.Doherty@edinburgh.gov.uk
Robert Hogg	Category Delivery Lead		Robert.Hogg@edinburgh.gov.uk
Kate Kelman	Programme Manager		Kate.kelman@capitalcitypartnership.org.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Yes	<p>All data tells us which areas of the city are experiencing the greatest inequality and poorest outcomes, using a range of indicators that inform Scottish Index of Multiple Deprivation (SIMD) and other poverty and inequality statistics. This includes, but not limited to:</p> <ul style="list-style-type: none"> • Employment • Income • Crime • Housing • Health • Education • Access (distances to access services e.g. GP) <p>According to SIMD data, there are a total of 597 datazones within City of Edinburgh. Of these 597, 37 datazones (6%) are within the 10 percent most deprived datazones within Scotland.</p> <p>The most deprived areas in each locality are:</p> <ul style="list-style-type: none"> • Pilton/Granton/Muirhouse • Niddrie/Craigmillar/Bingham • Gracemount/Burdiehouse/Southouse/More dun • Murrayburn/Westerhailes/The Calders

Evidence	Available?	Comments: what does the evidence tell you?																																																									
		<p>That said, SIMD identifies deprived areas - not people. Guidance on the use of SIMD by Scottish Government highlights that:</p> <ul style="list-style-type: none"> • Not all deprived people live in deprived areas: Two out of three people who are income deprived do not live in deprived areas; and • Not everyone in a deprived area is deprived: Just under one in three people living in a deprived area are income deprived. <p>Specifically for this service, it is important to look at labour supply data. As such, the 2017 NOMIS data on Edinburgh's Labour Supply provides a valuable insight in to who we should targeting:</p> <div style="background-color: #cccccc; padding: 5px; text-align: center; margin: 10px 0;">Labour Supply</div> <p>Employment and unemployment (Jan 2017- Dec 2017)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Edinburgh, City of (Numbers)</th> <th style="text-align: center;">Edinburgh, City of (%)</th> </tr> </thead> <tbody> <tr> <td colspan="3">All People</td> </tr> <tr> <td>Economically Active*</td> <td style="text-align: right;">276,400</td> <td style="text-align: right;">77.6</td> </tr> <tr> <td> In Employment*</td> <td style="text-align: right;">269,300</td> <td style="text-align: right;">75.7</td> </tr> <tr> <td> Employees†</td> <td style="text-align: right;">241,100</td> <td style="text-align: right;">68.4</td> </tr> <tr> <td> Self Employed‡</td> <td style="text-align: right;">26,600</td> <td style="text-align: right;">6.9</td> </tr> <tr> <td> Unemployed (Model Based)§</td> <td style="text-align: right;">8,800</td> <td style="text-align: right;">3.2</td> </tr> <tr> <td colspan="3">Males</td> </tr> <tr> <td>Economically Active*</td> <td style="text-align: right;">138,200</td> <td style="text-align: right;">80.1</td> </tr> <tr> <td> In Employment*</td> <td style="text-align: right;">133,900</td> <td style="text-align: right;">78.0</td> </tr> <tr> <td> Employees*</td> <td style="text-align: right;">117,600</td> <td style="text-align: right;">68.8</td> </tr> <tr> <td> Self Employed‡</td> <td style="text-align: right;">15,900</td> <td style="text-align: right;">8.8</td> </tr> <tr> <td> Unemployed§</td> <td style="text-align: center;">=</td> <td style="text-align: center;">=</td> </tr> <tr> <td colspan="3">Females</td> </tr> <tr> <td>Economically Active*</td> <td style="text-align: right;">138,200</td> <td style="text-align: right;">75.1</td> </tr> <tr> <td> In Employment*</td> <td style="text-align: right;">135,400</td> <td style="text-align: right;">73.5</td> </tr> <tr> <td> Employees*</td> <td style="text-align: right;">123,600</td> <td style="text-align: right;">67.9</td> </tr> <tr> <td> Self Employed‡</td> <td style="text-align: right;">10,800</td> <td style="text-align: right;">5.0</td> </tr> <tr> <td> Unemployed§</td> <td style="text-align: center;">=</td> <td style="text-align: center;">=</td> </tr> </tbody> </table>		Edinburgh, City of (Numbers)	Edinburgh, City of (%)	All People			Economically Active*	276,400	77.6	In Employment*	269,300	75.7	Employees†	241,100	68.4	Self Employed‡	26,600	6.9	Unemployed (Model Based)§	8,800	3.2	Males			Economically Active*	138,200	80.1	In Employment*	133,900	78.0	Employees*	117,600	68.8	Self Employed‡	15,900	8.8	Unemployed§	=	=	Females			Economically Active*	138,200	75.1	In Employment*	135,400	73.5	Employees*	123,600	67.9	Self Employed‡	10,800	5.0	Unemployed§	=	=
	Edinburgh, City of (Numbers)	Edinburgh, City of (%)																																																									
All People																																																											
Economically Active*	276,400	77.6																																																									
In Employment*	269,300	75.7																																																									
Employees†	241,100	68.4																																																									
Self Employed‡	26,600	6.9																																																									
Unemployed (Model Based)§	8,800	3.2																																																									
Males																																																											
Economically Active*	138,200	80.1																																																									
In Employment*	133,900	78.0																																																									
Employees*	117,600	68.8																																																									
Self Employed‡	15,900	8.8																																																									
Unemployed§	=	=																																																									
Females																																																											
Economically Active*	138,200	75.1																																																									
In Employment*	135,400	73.5																																																									
Employees*	123,600	67.9																																																									
Self Employed‡	10,800	5.0																																																									
Unemployed§	=	=																																																									

Evidence	Available?	Comments: what does the evidence tell you?																																				
		<p data-bbox="683 277 1098 304">Economic inactivity (Jan 2017-Dec 2017)</p> <table border="1" data-bbox="683 315 1385 779"> <thead> <tr> <th data-bbox="683 315 1145 387"></th> <th data-bbox="1145 315 1225 387">Edinburgh, City Of (Level)</th> <th data-bbox="1225 315 1385 387">Edinburgh, City Of (%)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="683 398 767 425">All People</td> </tr> <tr> <td data-bbox="683 432 730 454">Total</td> <td data-bbox="1166 432 1225 454">77,600</td> <td data-bbox="1321 432 1369 454">22.4</td> </tr> <tr> <td data-bbox="683 461 762 483">Student</td> <td data-bbox="1166 461 1225 483">32,500</td> <td data-bbox="1321 461 1369 483">42.0</td> </tr> <tr> <td data-bbox="683 490 906 512">Looking After Family/Home</td> <td data-bbox="1166 490 1225 512">8,200</td> <td data-bbox="1321 490 1369 512">10.6</td> </tr> <tr> <td data-bbox="683 519 820 542">Temporary Sick</td> <td data-bbox="1166 519 1225 542">=</td> <td data-bbox="1321 519 1369 542">=</td> </tr> <tr> <td data-bbox="683 548 820 571">Long-Term Sick</td> <td data-bbox="1166 548 1225 571">12,300</td> <td data-bbox="1321 548 1369 571">15.9</td> </tr> <tr> <td data-bbox="683 577 794 600">Discouraged</td> <td data-bbox="1166 577 1225 600">!</td> <td data-bbox="1321 577 1369 600">!</td> </tr> <tr> <td data-bbox="683 607 756 629">Retired</td> <td data-bbox="1166 607 1225 629">11,300</td> <td data-bbox="1321 607 1369 629">14.5</td> </tr> <tr> <td data-bbox="683 636 746 658">Other</td> <td data-bbox="1166 636 1225 658">10,600</td> <td data-bbox="1321 636 1369 658">13.7</td> </tr> <tr> <td data-bbox="683 712 794 734">Wants A Job</td> <td data-bbox="1166 712 1225 734">19,700</td> <td data-bbox="1321 712 1369 734">25.4</td> </tr> <tr> <td data-bbox="683 741 858 763">Does Not Want A Job</td> <td data-bbox="1166 741 1225 763">57,900</td> <td data-bbox="1321 741 1369 763">74.6</td> </tr> </tbody> </table> <p data-bbox="671 831 1374 1122">The Council's Performance and Business Analytics Service have identified poverty and low income data sets which show locally recognised areas of poverty and low income, in which more than 40% of residents are estimated to live in households where incomes are below the UK poverty threshold.</p> <p data-bbox="671 1171 1374 1290">Locality profiles were also developed as part of the Locality Improvement plans, showing a range of information about the locality including:</p> <ul data-bbox="722 1301 1038 1514" style="list-style-type: none"> • Population • Population growth • Health • Household income • Child poverty <p data-bbox="671 1563 1385 1641">This information will be used to compare localities and shape KPIs in any specification.</p>		Edinburgh, City Of (Level)	Edinburgh, City Of (%)	All People			Total	77,600	22.4	Student	32,500	42.0	Looking After Family/Home	8,200	10.6	Temporary Sick	=	=	Long-Term Sick	12,300	15.9	Discouraged	!	!	Retired	11,300	14.5	Other	10,600	13.7	Wants A Job	19,700	25.4	Does Not Want A Job	57,900	74.6
	Edinburgh, City Of (Level)	Edinburgh, City Of (%)																																				
All People																																						
Total	77,600	22.4																																				
Student	32,500	42.0																																				
Looking After Family/Home	8,200	10.6																																				
Temporary Sick	=	=																																				
Long-Term Sick	12,300	15.9																																				
Discouraged	!	!																																				
Retired	11,300	14.5																																				
Other	10,600	13.7																																				
Wants A Job	19,700	25.4																																				
Does Not Want A Job	57,900	74.6																																				
Data on service uptake/access	Yes	The Caselink database is used for all of the employability programmes funded through Employability & Talent Development. This measures client data, including gender, age, barriers faced, dependents, progressions and outcomes etc. Some of the employability programmes and target groups are listed below:																																				

Evidence	Available?	Comments: what does the evidence tell you?
		<ul style="list-style-type: none"> • Activity Agreements – targets young people (16-19) at risk of not securing a positive destination • Modern Apprenticeships – supports 16-24 year olds to complete a Modern Apprenticeship within the Council • Project SEARCH – supports young people with a disability through an internship programme within the Council and NHS • All in Edinburgh – supports people with a disability to achieve sustainable employment • Subsidised childcare for working parents – subsidised childcare places in the most deprived areas of Edinburgh to allow parents to return to work. • Integrated Employability Service – employability support for people, particularly in areas of deprivation. • Challenge Fund Third Party Grants – grants to organisations across Edinburgh to provide more specialised support which wraps around the larger contracted services. <p>The information on the previous Integrated Employability Service will be particularly important, as it provides an idea of what client groups who have been supported and where the need is greatest.</p>
Data on equality outcomes	Yes	As above
Research/literature evidence	Yes	<p>As above</p> <p>A paper containing economic and employability data was also drafted and used to inform the review. This pulled together national and local data from reports including, but not limited to:</p> <ul style="list-style-type: none"> • Edinburgh Regional Skills Assessment

Evidence	Available?	Comments: what does the evidence tell you?
		<p>(Skills Development Scotland).</p> <ul style="list-style-type: none"> • Poverty and Income Inequality in Edinburgh (CEC) • NOMIS Edinburgh Labour Market Profile 2016/17 • Edinburgh Economy – Summary of key trends (CEC)
Public/patient/client experience information	Yes	<p>As above, a period of co-production with providers and clients was undertaken to gather their views. Information collected from events and the client survey's provides insight in to customer experience.</p> <p>The customer survey highlighted that:</p> <ul style="list-style-type: none"> • Clients require support with the following issues: CV help; job searching; support with childcare; career guidance; in-work support; and funding. • Clients identified at least one of the following barriers as making it difficult to find work: Childcare (cost/flexibility); lack of skills/experience; qualifications/education; confidence; knowledge of how to find a job; benefits/housing issues; health issues; age/sex discrimination; criminal record; funding and lack of appropriate jobs available. <p>Locality events with providers highlighted similar issues and provided four key themes to base the service on:</p> <ul style="list-style-type: none"> • Delivery – the service should link to the Council's localities model, with delivery taking place in communities and have a heavy focus on outreach. • Integration – any service should be integrated not only with other employability

Evidence	Available?	Comments: what does the evidence tell you?
		<p>provision, but also with other services to provide a holistic approach.</p> <ul style="list-style-type: none"> • Reducing Inequality – clients for the service will have multiple barriers, with specific groups being targeted. • Rewarding Success – success should be measured through KPIs, with an emphasis placed on moving people in to “good jobs”.
Evidence of inclusive engagement of service users and involvement findings	Yes	As above
Evidence of unmet need	Yes	As above
Good practice guidelines	Yes	<p>In order to continually improve the customer experience, and following consultation with the providers' network, the Joined Up For Jobs partnership introduced a customer care quality standard for provider organisations.</p> <p>Providers seeking City of Edinburgh Council funding are expected to hold or be working towards the Charter. With the introduction of the new localities model and more emphasis on integration of services, the Joined Up for Integration Project is creating a new Integration Charter with elements of self-assessment and formal interview.</p> <p>Annual contract management checks will ensure that the level of service is maintained and improved.</p>
Environmental data	No	N/A
Risk from cumulative impacts	No	N/A
Other (please	Yes	All contracted providers using Caselink will be

Evidence	Available?	Comments: what does the evidence tell you?
specify)		required to adhere to the GDPR terms and conditions outlined in their contract, information sharing agreement and GDPR guidance and training provided by Capital City Partnership.
Additional evidence required	N/A	N/A

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>Equality is at the heart of the service – accessing good quality job opportunities is fundamental to reducing inequalities and improving health and wellbeing.</p> <p>Bidders will be asked to identify how the service will be shaped to the needs of all clients in their tender bids. This may also include moving clients on to other, more specialist support for niche barrier removal.</p> <p>The service will aim to support clients from disadvantaged backgrounds/communities who are looking to move in to employment or progress in to better employment. As a result, it will tackle inequality issues by supporting people to move out of poverty, including in-work poverty.</p> <p>Integration with other employability services and related non-employability services will be seen as a key element of the future service. The removal of other issues (housing, financial, health) is vital to progressing clients along the Strategic Skills Pipeline.</p> <p>Negative</p> <p>Changes in the economic climate and the landscape in Edinburgh during the contract mean priorities may</p>	<ul style="list-style-type: none"> • Older people and people in their middle years • Young people and children • Men (including trans men), Women (including trans women) and Non-binary people (Include issues relating to pregnancy and maternity including same sex parents) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)

<p>change. As a result, it is important to ensure that the contract is reviewed regularly and that an element of flexibility is built in.</p> <p>Monitoring whether clients from all groups have the same opportunities may prove challenging. However all clients using the service must be logged on our management information system Caselink, so this data can be analysed.</p>	<ul style="list-style-type: none"> • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership
--	---

<p>Environment and Sustainability</p> <p>Positive</p> <p>The service is expected to be delivered within localities, with outreach ensuring that there will be limited travel requirements for clients.</p> <p>Providers will be expected to commit to linking in with other local offers, such as making use of local facilities for delivery and using regional skills centres at Edinburgh Airport and Fort Kinnaird. Having outreach at these centres will help reduce the amount of travel for clients living in close proximity.</p> <p>Providers will also, where possible, support clients to work in the local area to reduce travel to work etc (without restricting clients ambitions).</p> <p>Negative</p> <p>It is not anticipated that there will be any negative environment and sustainability impacts on anyone engaging with the service.</p>	<p>Affected populations</p> <p>As above</p>
---	--

Economic	Affected populations
<p data-bbox="159 268 295 302">Positive</p> <p data-bbox="159 347 989 526">The aim of the IES is to ensure that those wishing to enter the labour market or progress are given the support to do so. As a result, it will hopefully see an increase in the city's population who are in work.</p> <p data-bbox="159 560 989 728">If successful, the service should also relieve the strain on other local authority services by providing independence and improved financial status to those previously reliant on state support.</p> <p data-bbox="159 772 311 817">Negative</p> <p data-bbox="159 862 973 952">It is not anticipated that there will be any negative economic impacts on anyone engaging with the service.</p>	<p data-bbox="1010 347 1157 392">As above</p>

8. Is any part of this policy/service to be carried out wholly or partly by contractors and how will equality, human rights including children's rights , environmental and sustainability issues be addressed?

The whole service will be delivered by a contractor or consortium of contractors. As part of the Council's procurement process, due regard is required to be given to all equalities and rights, environmental and sustainability impacts when undertaking work for the Council. Bidders will be required to complete a self-declared ESPD form to outline the suitability, capacity and capability of prospective suppliers.

Bidders will be asked to confirm policies are in place around the issues outlined above, however would only be asked to produce these upon being identified as the winning bidder.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by hearing loss, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Any decision on the awarding of the contract for the new Integrated Employability Service will be made through the Council's committee structures. Once a decision

has been made on awarding the contract, the associated report will be available for the public to view on the Council's Committee Papers Online website.

The chosen provider(s) will provide information about marketing and promotion as part of their communication plan. This will outline the service's branding, marketing materials, website, social media, outreach and joint marketing/promotion with other employability providers, as well as any other important communication information.

Information about the new service will also be communicated via the Council's customer facing website and social media channels. In the build up to its launch, the Council will work with the chosen provider(s) to promote this to customers.

The chosen provider(s) should also target Council buildings which will be used by potential customers. As a result, they will be expected to work with the Council libraries, community centres, leisure facilities and any other facilities potential customers may use to maximise exposure.

The Council will work with other employability providers in the city to promote the new service to customers via the Joined Up for Jobs network.

Any associated media for this service will be designed to be accessible and easy to understand for a range of population groups, especially our target customers.

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005? (see Section 4)

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/A

12. Recommendations (these should be drawn from 6 – 11 above)

Given potential changes in the economic climate and the landscape in Edinburgh during the contract, priorities may change. As a result, it is important to have a contract which is flexible and reviewed regularly.

Monitoring whether clients from all groups have the same opportunities may prove challenging. However attempts must be made to monitor data on clients from Caselink to ensure there is equality of opportunity for all.

Attempts to market the service will be made in a way accessible and easy to understand for a range of population groups, especially our target customers.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Regularly review the contract with the provider and include regular performance/contract management meetings throughout the year and annually.	Kate Kelman		
Annual review of Caselink data, reported back to CCP Board	Kate Kelman		
Request for a communications plan to be written in to any specification.	Philip Ritchie		

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

The contract will be managed by our arm's length company Capital City Partnership, who will provide regular reports on performance. This will include the impact the service is having on targeted groups, including those with protected characteristics.

15. Sign off by Head of Service

- a. Name – 
b. Date – 31 MAR 2014

16. Publication

Send completed IIA for publication on the relevant website for your organisation. See Section 5 for contacts.

Section 5 Contacts

East Lothian Council

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.eastlothian.gov.uk/info/751/equality diversity and citizenship/835/equality and diversity](http://www.eastlothian.gov.uk/info/751/equality%20diversity%20and%20citizenship/835/equality%20and%20diversity)

Midlothian Council

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via [http://www.midlothian.gov.uk/downloads/751/equality and diversity](http://www.midlothian.gov.uk/downloads/751/equality%20and%20diversity)

NHS Lothian

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

City of Edinburgh

Complete impact assessments should be forwarded to the Equalities Officer.

West Lothian Council

Complete impact assessments should be forwarded to the Equalities Officer.

