

## Section 4 Integrated Impact Assessment

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### Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	x	(Tick as appropriate)
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**1. Title of proposal**

Mini competition for temporary agency workers and employee recruitment resources specification.

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

Framework will change from MSTAR2 to MSTAR3, potential for new master supplier to provide CEC with agency Workers and recruitment of employees to approved vacancies.

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

Internal specification, HR have engaged with Procurement colleagues on the creation of the specification.

**4. Is the proposal considered strategic under the [Fairer Scotland Duty](#)?**

Yes

**5. Date of IIA**

9 September 2020

**6. 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
James Bertram	HR Consultant Strategy-Resourcing (Facilitator)	7.11.2019
Steven Wright	Lead Consultant – Strategy (Current contract manager)	7.11.2019
Caroline McKellar	HR Consultant Strategy – Diversity & Inclusion	n/a

<b>Paul Dickson</b>	<b>HR Consultant Strategy– Workforce Strategy</b>	<b>22.5.2019</b>
<b>Andy Williams</b>	<b>Waste &amp; Cleansing Service Manager – Key Service User</b>	<b>Apologies -could not attend</b>

#### 7. Evidence available at the time of the IIA

<b>Evidence</b>	<b>Available – detail source</b>	<b>Comments: what does the evidence tell you with regard to different groups who may be affected?</b>
Data on populations in need	N/A	
Data on service uptake/access	Y	Pertemps & Procurement Monthly Reports
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	Y	Requirement for supplier to commit to diversity of channels used to reach potential candidates.
Data on equality outcomes	Y	Payment of Scottish Local Government Living Wage.
Research/literature evidence	Y	Previous procurement specification & MSTAR3 Framework specification
Public/patient/client experience information	N/A	
Evidence of inclusive engagement of people who use the service and involvement findings	Y	Manager feedback on current master supplier.
Evidence of unmet need	N/A	
Good practice guidelines	Y	This specification is compliant with relevant employment legislation including:- <ul style="list-style-type: none"> <li>• Equalities Act (2010)</li> <li>• Rehabilitation of Offenders Act (1974) (as amended)</li> </ul>

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
		<ul style="list-style-type: none"> <li>• Agency Worker Regulations</li> <li>• Working Time Directive</li> <li>• CEC Recruitment &amp; Selection Policy</li> </ul>
Carbon emissions generated/reduced data	N/A	
Environmental data	N/A	
Risk from cumulative impacts	N/A	
Other (please specify)	N/A	
Additional evidence required	N/A	

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

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <p>As an equal opportunity employer, we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings. We are committed to building an inclusive culture where all people feel valued, included and able to be at their best.</p> <p>Specification will lead to the employment of additional agency workers, and recruitment of employees, to reduce workload pressures on existing workforce.</p> <p>Specification is in line with good practice with regard to employment rights and employment law, including Agency Worker Rights and Working Time Regulations legislation.</p> <p>Specification will enable engagement of agency workers, and recruitment of employees, to deliver vital public</p>	<p>All</p> <p>Existing Colleagues</p> <p>All</p>

<p>services to vulnerable citizens and service users 24/7 365 days per year.</p> <p>The specification instructs the service provider to ensure fair and non discriminatory procedures in the recruitment of staff, thereby complying with all regulatory and legislative requirements.</p> <p>The specification requires robust vetting policies (required pre-employment checks) and procedures are in place to ensure the protection of vulnerable service users and citizens. Further, these are completed to a satisfactory level prior to starting with the Council.</p> <p>The specification indicates that any concerns about any candidates placed in any service area must be duly and fairly vetted.</p> <p>All prospective candidates will be given the opportunity to demonstrate their ability regardless of age, disability, sex, gender, race, marital status, sexual orientation, religious or political beliefs.</p> <p>The specification will help people currently unemployed to be engaged in short to long term paid work.</p> <p><b>Negative</b> Currently we don't have data from supplier regarding the diverse make up of our agency workforce this will be rectified in the new tender by asking for reports on candidate profile including by all the protected characteristics.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>Unemployed</p> <p>All</p>
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<p><b>Environment and Sustainability including climate change emissions and impacts</b></p> <p><b>Positive</b> N/A</p> <p><b>Negative</b> N/A</p>	<p><b>Affected populations</b></p>
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<p><b>Economic including socio-economic disadvantage</b></p> <p><b>Positive</b> N/A</p>	<p><b>Affected populations</b></p>
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Negative N/A	
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**9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human rights including children’s rights, environmental and sustainability issues be addressed?**

Specification instructs the service provider to ensure fair and non discriminatory procedures in the recruitment of staff, thereby complying with all regulatory and legislative requirements.

Contract Manger will also conduct regular relationship management meetings with new supplier.

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

N/A Internal specification

**11. Is the policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a [Strategic Environmental Assessment](#) (SEA) will be required and the impacts identified in the IIA should be included in this.**

N/A

**12. Additional Information and Evidence Required**

N/A

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.

**13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) 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 job title)	Deadline for progressing	Review date

**14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?**

No

**15. How will you monitor how this proposal affects different groups, including people with protected characteristics?**

Specification will instruct the service provider to provide regular monitoring reports on candidate profile including by all the protected characteristics, thus ensuring good data on which to base an assessment of fair recruitment practice.

**16. Sign off by Head of Service/ NHS Project Lead**

**Name**



**Date**

**25/09/2020**

**17. Publication**

Completed and signed IIAs should be sent to [strategyandbusinessplanning@edinburgh.gov.uk](mailto:strategyandbusinessplanning@edinburgh.gov.uk) to be published on the IIA directory on the Council website [www.edinburgh.gov.uk/impactassessments](http://www.edinburgh.gov.uk/impactassessments)