



Derby City Council

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Equality impact assessment form

**Directorate – Children and Young People's
Department.**

**Service area – Early Intervention and Integrated
Safeguarding.**

**Name of policy, strategy, review or function
being assessed – NEET and Participation
Strategy.**

Date of assessment – 24.12.13.

Signed off by

A handwritten signature in black ink, appearing to read 'J Parfrement'.

Jane Parfrement
Service Director
Early Intervention and Integrated Safeguarding

Cabinet or Personnel Committee's decision

Date published on website

Equality impact assessment

This is our equality impact assessment form to help you equality check what you are doing when you are about to produce a new policy, review an older one, write a strategy or plan or review your services and functions. In fact you need to do an equality impact assessment whenever a decision is needed that affects people. This completed form should be attached to any Cabinet or Personnel Committee report to help elected members make their decisions by taking the equality implications into account. Equality impact assessments **must be done before** decisions are made. Include the Cabinet or Personnel Committee's decision on the front sheet when you know it.

You'll find that doing these assessments will help you to:

- understand your customers' and communities needs
- develop service improvements
- improve service satisfaction
- Demonstrate that you have been fair and open and considered equality when working on re-structuring.

Don't do the form by yourself, get a small team together and make sure you include key people in the team such as representatives from our Diversity Forums and employee networks and you could invite trade union representatives too – the more knowledge around the table the better. Ask our Lead on Equality and Diversity for help with useful contacts – we have a team of people who are used to doing these assessments.

You'll need to pull together all the information you can about how what you are assessing affects different groups of people and then examine this information to check whether some people will be negatively or positively affected. Then you'll need to look at ways of lessening any negative effects or making the service more accessible – this is where your assessment team is very useful and you can also use the wider community.

Agree an equality action plan with your assessment team, setting targets for dealing with any negative effects or gaps in information you may have found. Set up a way of monitoring these actions to make sure they are done and include them in your service business plans.

When you have completed the assessment, get it signed by your Head of Service or Service Director and send it to our Lead on Equality and Diversity to publish on our website.

By the way, we need to do these assessments as part of our everyday business, so we get our equality responsibilities right and stay within the law – Equality Act 2010.

Equality groups

These are the equality groups of people we need to think about when we are doing equality impact assessments and these people can be our customers or our employees...

- Age equality – the effects on young and older people
- Disability equality – the effects on the whole range of disabled people, including Deaf people, hearing impaired people, visually impaired people, people with mental health issues, people with learning difficulties and people with physical impairments
- Gender equality – the effects on both men and women and boys and girls
- Marriage and civil partnership equality
- Pregnancy and maternity equality - women who are pregnant or who have recently had a baby, including breast feeding mothers
- Race equality – the effects on minority ethnic communities, including newer communities, gypsies and travellers and the Roma community
- Religion and belief or non- belief equality – the effects on religious and cultural communities, customers and employees
- Sexuality equality – the effects on lesbians, gay men and bisexual people
- Trans gender – the effects on trans people

In addition, we have decided to look at the effects on people on low incomes too as we feel this is very important.

Contacts for help

Ann Webster – Lead on Equality and Diversity

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The form

We use the term ‘policy’ as shorthand on this form for the full range of policies, practices, plans, reviews, activities and procedures.

Policies will usually fall into three main categories...

- Organisational policies and functions, such as recruitment, complaints procedures, re-structures
- Key decisions such as allocating funding to voluntary organisations, budget setting
- Policies that set criteria or guidelines for others to use, such as criteria about school admissions

1 What’s the name of the policy you are assessing?

The NEET and participation strategy.

2 The assessment team

Team leader’s name and job title – Andrew Kaiser, Acting Head of Service for Locality 1 and 5.

Other team members

Name	Job title	Organisation	Area of expertise
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Jonie Centro	Centre Manager	Space@Connexions.	Careers.
Steve Baguley	Director 14-19	Leesbrook School	School 14-19

3 What are the main aims, objectives and purpose of the policy? How does it fit in with the wider aims of the Council? Include here any links to the Council Plan or your Directorate Service Plan.

This strategy aims to:

- Reduce numbers of NEET young people
- Reduce numbers of unknown destination's
- Ensure appropriate provision to meet the needs of NEET groups
- Influence the development and commissioning of provision for NEET groups
- Understand the NEET cohort and devise a performance framework to support achievement of key aims
- Diversify and open up learning with a focus on the most vulnerable
- Ensure robust and joined up communication and tracking systems are in place to support improved performance
- Develop increased multi-partner ownership of achieving the key aims of this strategy

This will help the city to achieve corporate outcomes of:

- O1 – A thriving sustainable economy
- O2 – Achieving their learning potential

The city requires a strategy that provides a cohesive and systematic approach to ensuring that the numbers of young people who are engaged in recognised forms of education, training or employment (EET) when they leave school is increased.

There is currently a wide range of activity taking place in the city in relation to engaging young people in EET, whether this is Information, Advice and Guidance (IAG) staff in Schools or Personal Advisors from Connexions/located in Locality Multi-Agency Teams. However, there is not currently in place an overarching strategy to provide the direction and coordination necessary to improve performance.

A NEET and participation strategy with clear governance is required to improve performance in this area by giving a singular vision and direction, whilst holding stakeholders in the strategy to account.

4 Who delivers the policy, including any outside organisations who deliver under procurement arrangements?

- Schools – All secondary schools in Derby City, although they are represented by the following four schools on the strategy group: Leesbrook Academy, Kingsmead Pupil Referral Unit, Bemrose School and Derby Moor School.
- Derby College
- Training providers
- Derby City Council
- Job Centre Plus

5 Who are the main customers, users, partners, employees or groups affected by this proposal?

Customers/users are: Young people aged between 15 and 19 or 25 if they have learning difficulty/disability who are at risk of not making a successful transition into education, employment or training (EET) or who have left school/formal education and are therefore classed as being not in education, employment or training (NEET).

Partners are those listed above in response to question 4.

Employees are those employed in work to prepare young people to move into successful EET destinations or involved in working with young

people who are classed as NEET, in order to help them make successful transitions into EET. This will include employees from:

- City wide secondary schools
- Derby College
- Training providers
- Derby City Council
- Job Centre Plus

6 Who have you consulted and engaged with so far about this policy and what did they tell you? Who else do you plan to consult with? – tell us here how you did this consultation and how you made it accessible for the equality groups

To date we have consulted with the 14-19 partnership, the NEET strategy group who oversee the implementation of the strategy, Early Intervention Managers from Over 11's Teams in all of the localities across the city. The feedback has been very positive with the various groups agreeing to the strategy, as it ensures a focus on vulnerable groups, which includes those with learning difficulties/disabilities, those educated other than at school, those from deprived backgrounds, new communities and those from BME backgrounds.

We plan to consult with voices in action to ensure that the voice of the child is part of this process. We are also going to consult with X 3 groups of young people from groups who are overrepresented in NEET figures. These groups will comprise young people who are children in care, young people involved with the youth offending service and young people who are care leavers, as the strategy (if it is to be a success) needs to be informed by the voice and experience of these groups.

The consultation with young people will be informed by use of a questionnaire, which will be completed with the young persons key Worker/Social Worker before being collated and analysed by the Head of Service within Early Intervention and Integrated Safeguarding with lead responsibility for the Connexions Service.

7 Using the skills and knowledge in your assessment team, what do you already know about the equality impact of the policy on particular groups? Also, use any other information you know about such as any customer feedback, surveys, national research or data. Indicate by a tick for each equality group

whether this is a negative impact, a positive one or if you are not sure

Equality groups	What do you know?	Positive impact	Negative impact	Not sure
Age	The strategy is age specific to addressing the needs of young people 15-19 or 25 if they have a learning disability/difficulty.	The impact will be positive.		
Disability	There is a focus on those young people who are more vulnerable to NEET; this clearly includes those with a learning disability/difficulty.	The impact will be positive.		
Gender	Males are more heavily represented in NEET figures than females. Focusing on the most vulnerable to NEET should see a gender neutral impact, in that whoever becomes most heavily represented will have the greatest resource focused on them.	The impact will be positive.		
Marriage and civil partnership	Some young people from new community backgrounds marry at an early age as part of cultural norms. This then places them at a disadvantage in the employment market place as there can be an expectation to start a family. There needs to be a focus on helping new communities to explore their options for NEET to prevent an overrepresentation in NEET figures.	The impact will be positive.		
Pregnancy	Derby has a high EET take			Not

and maternity	up rate for young parents, although this is a potentially vulnerable group and there is a low take up rate of a bespoke programme for young parents (Care to Learn) across the city.			sure what the impact will be.
Race	Young people from certain BME backgrounds are overrepresented in NEET figures. However, as whichever group becomes more heavily represented in these figures will have the greatest resource focused on them, there should be a positive outcome from this.	The impact will be positive.		
Religion or belief or none	Little is known regarding different religious/belief figures within the NEET cohort. However, as whichever group becomes more heavily represented in these figures will have the greatest resource focused on them, there should be a positive outcome from this.			Not sure what the impact will be.
Sexuality	Little is known regarding sexuality figures within the NEET cohort. However, as whichever group becomes more heavily represented in these figures will have the greatest resource focused on them, there should be a positive outcome from this.			Not sure what the impact will be.
Trans gender	Little is known regarding transgender figures within the NEET cohort. However, as whichever group becomes more heavily represented in these figures will have the greatest			Not sure what the impact will be.

	resource focused on them, there should be a positive outcome from this.			
People on low income	Those from a low income background tend to be overrepresented in NEET figures and so the focus on more vulnerable to NEET groups should see more positive outcomes for this group.	The impact will be positive.		

Important - For any of the equality groups you don't have any information about, then make it an equality action at the end of this assessment to find out. This doesn't mean that you can't complete the assessment without the information, but you need to follow up the action and if necessary, review the assessment later.

8 From the information you have collected, how are you going to lesson any negative impact on any of the equality groups? How are you going to fill any gaps in information you have discovered?

We will look at aggregating data we hold on the current database to inform us as to whether those from lesbian, gay, bisexual and transgender (LGBT) backgrounds are overrepresented in NEET figures. If there are disproportionate numbers from these backgrounds in NEET figures, we will look to undertake some level of consultation with these groups through local LGBT fora to ensure that their voices are heard in any strategy review/evaluation. We will also do the same for any similar issues pertaining to religious belief.

9 What outcome does this assessment suggest you take? – you might find more than one applies. Please also tell us why you have come to this decision?

Outcome 1		No major change needed – the EIA hasn't identified any potential for discrimination or negative impact and all opportunities to promote equality have been taken
Outcome 2		Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove

		the barriers you identified?
Outcome 3		Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to make sure the EIA clearly sets out the justifications for continuing with it. You need to consider whether there are sufficient plans to reduce the negative impact and plans to monitor the actual impact
Outcome 4		Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination

Our Assessment team has agreed Outcome number(s) 1.

Why did you come to this decision?

Because the strategy is one that aims to reduce existing inequalities by ensuring the most vulnerable to NEET are given a primary focus and are prioritised for access to existing resources. The cost to individuals and families of NEET both financially and socially are significant and groups who become overrepresented in these figures will have a greater access to the resources required to support a successful move into EET.

If you have decided on **Outcome 3**, then please tell us here the justification for continuing with the policy. You also need to make sure that there are actions in the Equality action plan to lesson the effect of the negative impact. This is really important and may face a legal challenge in the future.

10 How do you plan to monitor the equality impact of the proposals, once they have been implemented?

There are a number of performance measures within the NEET and participation strategy that already address the overrepresentation of certain groups in NEET figures. However, we plan to also ensure that we add to the strategy a monitoring exercise to analyse figures for any emerging themes of overrepresentation across the city, so that this can be taken to the strategy group for discussion and remedial action.

Equality action plan – setting targets and monitoring

What are we going to do to improve equality?	How are we going to do it?	When will we do it?	What difference will this make?	Lead officer	Monitoring arrangements
Ensure we are aware of which groups become overrepresented in NEET figures	By undertaking a 6 monthly data aggregating exercise.	April and October annually.	It will ensure that we are aware of where our weaknesses are in relation to performance and allow us to plan/direct resources in a more bespoke manner.	A Kaiser J Godfrey J Centro	Data will be reported to the NEET strategy group.
Ensure that we are able to meet the needs of new communities in relation to making successful EET transitions.	By speaking to the new communities' team.	Before April 2014.	It will ensure that we have considered the most suitable method of engaging this hard to reach community.	J Centro A Repeska	J Centro to bring information back to the strategy group and the MAT Managers meetings, along with Connexions Centre meetings.

Make sure you include these actions in your service business plans