Equality Impact Assessment

Introductory Information

Budget/Project name

Agency Staffing Provision

Proposal type

- Budget
- Project

Decision Type

- Cabinet
- O Cabinet Committee (e.g. Cabinet Highways Committee)
- Leader
- O Individual Cabinet Member
- Executive Director/Director
- Officer Decisions (Non-Key)
- O Council (e.g. Budget and Housing Revenue Account)
- O Regulatory Committees (e.g. Licensing Committee)

Lead Cabinet Member

Cllr Cate McDonald

Entered on Q Tier

O Yes

No

Year(s)

(-)							
0	0	0	0	0	0	0	•
14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22

EIA date

22/10/2021

EIA Lead

- O Adele Robinson
- Annemarie Johnston
- O Bashir Khan
- O Beth Storm
- O Diane Owens
- Person filling in this EIA form

Peter White

O Ed Sexton

O Louise Nunn

Bev Law

James Henderson

Lead officer

Peter White

Lead Corporate Plan priority

Portfolio, Service and Team

Cross-Portfo	lio	Portfolio
O Yes	• No	Resources

Is the EIA joint with another organisation (eg NHS)?

○ Yes • No

Brief aim(s) of the proposal and the outcome(s) you want to achieve

Requesting a Key Decision from the Co-operative Executive to extend the Agency Staffing Provision contract with Reed Talent Solutions

Impact

Under the <u>Public Sector Equality Duty</u> we have to pay due regard to the need to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

More information is available on the <u>Council website</u> including the <u>Community Knowledge</u> <u>Profiles</u>.

Note the EIA should describe impact before any action/mitigation. If there are both negatives and positives, please outline these – positives will be part of any mitigation. The action plan should detail any mitigation.

Overview

Briefly describe how the proposal helps to meet the Public Sector Duty outlined above

The impact will be to ensure continued access by Council Services to the provision of Temporary staffing to facilitate the delivery key services to the citizens of Sheffield.

The 24-month extension to this arrangement will ensure Sheffield City Council are able to meet the demand of its services where and when we are faced with staff shortages and when we need to act quickly meaning we are unable to respond via our usual recruitment methods due to time restrictions.

This extension will also ensure the citizens of Sheffield continue to benefit from multiple social value initiatives delivered by Reed Talent Solutions.

Reed Talent solutions will strive to maintain or improve on the achievements of the current arrangement and focus on the following key elements:

- Ensure the continued provision of competent, high calibre, well trained and motivated agency staff
- Contribute positively to the Social Value objectives of Sheffield City Council
- Supply all types of labour including Contingent, Interim, Executive, Tempto-Perm, as well as recruitment of permanent staff when required.
- Provide a panel vendor management approach to subcontracted agencies to ensure that contracts approach and operationally sound.

Agency candidates are primarily used to meet short term vacancies (under 6 months), infrequent temporary shift fulfilment and specialist consultant/interim requirements

Reed Talent Solutions collect EDI data from candidates as they are recruited and supply this anonymised data to SCC via a wider monthly MI Report. The report is shared prior to Agency Contract meetings so issues can be discussed between SCC and their supplier. We will ensure we take steps to improve our data collection and how we use this data.

In line with our <u>Equality Objectives</u>, we aim to have a workforce reflective of the working population of Sheffield.

Impacts

Proposal has an impact on

● Health	Transgender
● Age	● Carers
Disability	 Voluntary/Community & Faith Sectors
Pregnancy/Maternity	○ Cohesion
● Race	Partners
Religion/Belief	Poverty & Financial Inclusion
● Sex	Armed Forces
 Sexual Orientation 	Other

Give details in sections below.

Health Does the Proposal have a significant impact on health and well-being (including effects on the wider determinants of health)? Yes \circ No if Yes, complete section below Staff Impact Yes \circ No Positive Neutral Negative Level None O Low Medium High

Details of impact

Having a process to deploy agency staff where and when necessary, will support the health and wellbeing of our current staff as we aim to mitigate implications of increasing pressure associated with unreasonably high workloads. We are aware of our duty of care and our need to support the wellbeing of our workforce, where the impact of high and unreasonable workloads can often lead to employee burn out and can trigger sickness. Potential impacts on SCC staff mental health should be reduced as temporary staff will be in place at times when support to deliver services is required.

This measure helps reduce impacts on SCC staff and their opportunities for career progression and keep the use of agency workers for its intended purpose Customers **Impact** ● Yes ○ No ● Positive ○ Neutral ○ Negative Level None Medium O Low High **Details of impact** We are aware of the impact of unnecessary delays in our service delivery, this proposal will positively impact our customers as we take steps to ensure our service delivery continues when services are faced with staffing issues and ensuring our customers continue to access the SCC Services they require. Agency candidates are recruited to and assessed against SCC Job Descriptions and person specifications by SCC managers to temporary positions within the Council to ensure candidate have essential skills required for the position. All necessary employment checks (e.g. DBS) are carried out by the Agency with any essential training being put in place prior the start date or as part of the induction process. Ongoing training requirements are met by the Council and/or the Agency supplier. Managers are required to ensure all appropriate training needs are met as we would expect if we were carrying out recruitment via usual recruitment methods. **Comprehensive Health Impact Assessment being completed** O Yes No Please attach health impact assessment as a supporting document below. Public Health Leads has signed off the health impact(s) of this EIA ○ Yes ○ No **Health Lead**

All Agency bookings and extensions to the length of tenure require sign off by a Portfolio Leadership Team via a Resource Control Form. In addition to this a monthly MI report clearly identifies the length of tenure for each candidate to ensure lengthy engagements are kept to a minimum. We will keep this form under

review and strengthen this control as and when required.

Disability	1			
Staff ● Yes	O No	Impact Page 11	Negative	

	Level	0.1	- M 11	0 111 1
	None	O Low	Medium	O High
Details of impact				
To reduce any impact of roles via agency worked been made a key part of supported by a require off via a Portfolio Leaded Directors and Heads of identifies the length of engagements are kept. The report is shared probetween SCC and their identified and taken for there has been a substance Agency staff from February the Social Care, Admin & related to issues raised staff as its released presents.	rs, guidance on of the communiment for all Age ership Team via Service are full tenure for each to a minimum. For to Agency Corsupplier, with a rward by the HR antial increase in lary 2020 to date & Clerical, Legal aby the pandemic	the short-te cations issue ency booking use of a Resy engaged. A candidate to ontract meet any exception. Head of Sere the requirement and Technica c. This has lee	rm usage of agend to managers. The sand extensions of source Control For A monthly MI report ensure any length ings so issues carrial lengths of tenutroice to HR Leader to additional staffill categories and the dot of a positive import of the sand to a positive im	cy staff has his is further to gain sign m, ensuring ort clearly thy n be discussed ure being rship Team. ed/qualified ing needs in his is directly act on SCC
Customers ● Yes ○ No	Impact ● Positive	Neutra	ıl O Negative	
	Level None	O Low	O Medium	● High
Details of impact				
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Details of	impact							
Customers ○ Yes	s ● No	Impact O Positive	0	Neutral	0	Negative		
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Staff O Yes	• No	Impact ○ Positive	0	Neutral	0	Negative		
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Religion/B	Belief				
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		Level ● None	O Low	O Medium	O High
Details of in	npact				
Customers • Yes	O No	Impact O Positive	Neutral	Negative	
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Sex							
Staff ○ Yes	• No	Impact ○ Positive	0	Neutral	0	Negative	
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Details of impact A number of SCC customers that are carers would be impacted by the lack of services if temporary staff were not available to deliver key services when SCC staff are unavailable. Agency candidates are recruited to and assessed against SCC Job Descriptions

and person specifications by SCC managers to temporary positions within the Council. All necessary employment checks (e.g. DBS) are carried out by the Agency with any essential training being put in place prior the start date or as part of the induction process. Ongoing training requirements are met by the Council and/or the Agency supplier.

This ensures that Agency staff are fully aware of our customer's needs prior to and during their tenure with the Council.

Voluntary	/Commui	nity & Faith	Sectors		
Staff ○ Yes	• No	Impact ○ Positive	Neutral	Negative	
		Level None	O Low	O Medium	O High
Details of in	mpact				
Customers O Yes	• No	Impact ○ Positive	○ Neutral	Negative	
O les	• NO	Level None	O Low	Medium	○ High
Details of in	mpact				-

Cohesion					
Staff O Yes	• No	Impact ○ Positive	O Neutral	Negative	
		Level O None	O Low	O Medium	O High

ustomers		Impact					
Yes	● No	Positive	0	Neutral	0	Negative	
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	Level ● None	O Low	O Medium	O High
Details of impact				
Customers ● Yes ○ No	Impact Positive	O Neutral	Negative	
	Level O None	O Low	Medium	O High
Details of impact				
A number of the Social \ provider are focussed or employment with the pro-	giving Sheffie	ld citizens the	to skills required	l to gain

Armed Fo	orces				
Staff O Yes	• No	Impact O Positive	○ Neutral	Negative	
		Level ○ None	O Low	O Medium	O High
Details of	impact				
Customer	_	Impact			
Yes	● No	Positive	Neutral	 Negative 	
			NeutralLow	NegativeMedium	O High
	• No	PositiveLevel		-	O High
O Yes	• No	PositiveLevel		-	O High
O Yes	• No	PositiveLevel		-	O High

Other		
Staff O Yes	• No	Please specify Page 50

	Impact O Positive	O Neutral	Negative	
	Level ● None	O Low	O Medium	O High
Details of impact				
Customers ○ Yes • No	Please specii	fy		
	Impact O Positive	O Neutral	Negative	
	Level ● None	O Low	O Medium	O High
Details of impact				

Cumulative Imp	pact
Proposal has a cumula	
• Yes O N	NO
Year on Year	Across a Community of Identity/Interest
O Geographical Area	O Other
If yes, details of impact	
Supply of a Temporary ensuring service deliver temporary staffing reso essential services.	staffing resources supports the majority of SCC services ry is maintained for the residents of Sheffield. The lack of a burce would severely impact on the Councils ability to deliver
provision of temporary accounts for over 4% o	of an individual candidate is a short term measure the staffing is a long-term arrangement. Temporary staffing of the average pay bill for organisations across both public works as an essential staffing solution for continued service
○ Yes • N	hical impact across Sheffield No phical impact across Sheffield
Local Partnership Are ■ All	
If Specific, name of Loca	al Partnership Area(s) impacted

Action Plan and Supporting Evidence

Action Plan

- Update guidance on the use of agency staff in line with current thinking about workforce planning.
- Work with Reed Talent Solutions to widen the scope for EDI data collection as they
 currently only report on Gender, Disability, Age and Ethnic Origin. Use existing and
 new data as part of SCC equalities reporting as this is a key route into SCC jobs.

Supporting Evidence (Please detail all your evidence used to support the EIA)

Please see attached Form 1 and Form 2	

Consultation

Consultation required

○ Yes • No

If consultation is not required please state why

This is a request to extend an existing contractual arrangement to allow Officers the time required to engage with Councillors and Trade Unions about the future approach to Temporary Staffing Provision in Sheffield City Council.

The impact of the Covid pandemic and current financial challenges have led to a period of uncertainty when assessing our temporary staffing resource requirements. During the last 18 months our type and level of spend on Agency staffing is atypical. At the same time, there are a number of other organisational interventions underway. These includes an organisation VER/VS scheme to support workforce planning and the introduction of recruitment controls that are now in place and starting to make an impact on our resourcing requirements which will allow us to start to assess our future temporary staffing needs.

Are Staff who may be affected by these proposals aware of them

⊃ Yes ● N

Are Customers who may be affected by these proposals aware of them

○ Yes • No

If you have said no to either please say why

Continuation of the current contract would maintain the status quo so no change in contract provision would be noticeable.

None – Continuation of existing arrangement
Escalation plan
Is there a high impact in any area? ● Yes ○ No
Overall risk rating after any mitigations have been put in place ○ High ○ Medium ○ Low ● None
Circo Off
Sign Off EIAs must be agreed and signed off by the equality lead in your Portfolio or
corporately. Has this been signed off?
● Yes ○ No
Date agreed: 11/11/21

Review Date

31/03/2023