

## Equality Impact Assessment (EIA) Report Form

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to Equality and Diversity.

**Please refer to the 'Equality Impact Assessment Guidance' while completing this form. If you would like further guidance please contact the Corporate Strategy Team or your directorate Heads of Service Equality Champion.**

<b>Where do you work?</b>
Service Area: Workways+ Short Term Unemployed (STU)
Directorate: Environment

**(a) This EIA is being completed for a...**

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input checked="" type="checkbox"/>	Strategy <input type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
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**(b) Please name and describe below...**

Workways+ Short Term Unemployed (STU) is project part funded by the European Social Fund, aimed at supporting those who are short term unemployed (under 12 months) and aged 25+, into employment.

The project will specifically support those who have low or no skills, a work limiting health condition, disability. Workways+ STU is not post code defined and will be able to support individuals across the county borough and will not be defined to outside of Communities First postcode areas. Participants will be supported by a dedicated Mentor who will agree an action plan of support to help overcome barriers to employment by providing benefits advice, access to training, confidence building, work experience, volunteering and paid work experience.

**(c) It was initially screened for relevance to Equality and Diversity on ...**

Workways+ STU will be a project that is interfacing with the general public, employers, third sector organisations and government agencies (DWP) across South West Wales.

The project has a potentially high impact on those with protected characteristics due to the projects eligibility criteria which will impact on age, disability, race, sex and Welsh language.

**(d) It was found to be relevant to...**

Age ..... <input checked="" type="checkbox"/>	Race ..... <input checked="" type="checkbox"/>
Disability ..... <input checked="" type="checkbox"/>	Religion or belief ..... <input type="checkbox"/>
Gender reassignment ..... <input type="checkbox"/>	Sex ..... <input checked="" type="checkbox"/>
Marriage & civil partnership ..... <input type="checkbox"/>	Sexual orientation ..... <input type="checkbox"/>
Pregnancy and maternity ..... <input type="checkbox"/>	Welsh language ..... <input checked="" type="checkbox"/>

**(e) Lead Officer**

**Name:** Oonagh Gavigan

**Job title:** Regional Quality & Performance Officer

**Date:** 30<sup>th</sup> October 2018

**(f) Approved by Head of Service**

**Name:** Simon Brennan

**Date:** 30<sup>th</sup> October 2018

## Section 1 – Aims (See guidance):

Briefly describe the aims of the function, service, policy, procedure, strategy, plan, proposal or project:

### What are the aims?

Workways+ is a European Social Funded project, specifically addressing priority axis 1: Tackling Poverty through Sustainable Employment, Specific Objective 1: To increase the employability of those closest to the labour market at most risk of poverty.

The aim of the project is to address the high levels of unemployment across South West Wales by supporting eligible participants into sustainable employment, over a 3 years and 8 month period.

Workways+ aims and objectives align with, complement, and add value to, UK mainstream labour market programmes through delivering a single co-ordinated approach to improving employment and employability for individuals as a route out of poverty, as stated in the Welsh European Funding Office - Operational Programme.

The development of the operation is in response to the evidence base provided by the Single Adult Employment and Skills Programme pilot project undertaken in South West Wales. Through a process of active engagement and partnership working with regional stakeholders, a co-ordinated approach has been taken to the development of the proposed project and has resulted in an operation which will deliver an integrated package of support which is responsive to local need.

The operation will support almost 1000 participants:

33% will enter employment

20% will gain a qualification or work relevant certificate upon leaving

The management and governance structure of the project includes a robust monitoring and review process to ensure that all risks are identified and dealt with across the region throughout the lifetime of the Workways+ operation. Also this structure provides scrutiny and monitoring of the operations performance in delivering its activities in accordance with the Business Plan to ensure the project works as intended.

### Who has responsibility?

The project has been developed through a process of active engagement and partnership working with regional stakeholders. A co-ordinated approach has been taken to the development of the proposed project and has resulted in an operation which will deliver an integrated package of support which is responsive to local need.

NPTCBC is the lead body with the LA's of Carmarthenshire, Pembrokeshire and Ceredigion as joint partners.

The Workways+ Regional Project Manager will have responsibility for the implementation, monitoring and review function of the project, who will be employed by NPTCBC.

### Who are the stakeholders?

The project will target those closest to the labour market with complex barriers to employment, who have been unemployed for less than 12 months. The target groups are recognised as being risk of poverty; this includes :

- Economically Inactive (aged 25 and over) not in education or training who have complex barriers to employment, and
- Short Term Unemployed (aged 25 and over), who have complex barriers to employment.

## Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details / evidence of how this information is collected.

Age .....	<input type="checkbox"/>	Race .....	<input type="checkbox"/>
Disability .....	<input type="checkbox"/>	Religion or belief.....	<input type="checkbox"/>
Gender reassignment .....	<input type="checkbox"/>	Sex .....	<input type="checkbox"/>
Marriage & civil partnership .....	<input type="checkbox"/>	Sexual orientation.....	<input type="checkbox"/>
Pregnancy and maternity .....	<input type="checkbox"/>	Welsh language.....	<input type="checkbox"/>

### What information do you know about your service users and how is this information collected?

An employability project of this nature has run successfully in NPT for a period of 14 years, collecting data and information on participants who are eligible for such support.

Information is obtained from participants when they are referred to the project and entered onto a database, enabling reporting to be done periodically.

Quantitative data is collected externally via DWP and Nomis which has been used extensively to help design the Workways Short Term Unemployed project.

### Any Actions Required?

## Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Age	→ <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	→ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	→ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Thinking about your answers above, please explain in detail why this is the case? including details of any consultation (and/or other information), which has been undertaken to support your view?**

**Age** – WEFO guidelines stipulate the project must only engage with participants that are aged 25+. A key target group for the project includes participants who are aged 54+. Referrals who are aged under 25 will be referred to other government support available i.e. Communities for Work, Cam Nesa.

**Disability** – The project will specifically target those who are unemployed / economically inactive with a work limiting health condition or disability as stipulated in WEFO guidelines. If having a WLHC or Disability is a barrier to employment for a participant, then steps will be taken to reduce or remove such barriers.

**Race** – WEFO guidelines stipulate long term unemployed Black & Minority Ethnic groups as a key target group and therefore the project will specifically seek to engage, support and reduce barriers to employment.

**Sex** – The project will be liaising with employers to assist participants into employment and therefore ideally placed to challenge traditional employment roles where gender stereotypes may exist and assist both males and females to take up and retain employment in non-traditional areas or industries where specific genders are underrepresented, such as females in industries where STEM subjects are required (e.g. Engineering, Information Technology)

**Welsh Language** - The project will identify and support opportunities to promote and facilitate the use of the Welsh language and support speakers of the language. There will be a provision of project support in the medium of Welsh available.

**What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view?**

Workways has been operational for 14 years in the Neath Port Talbot area, operating regionally for 6 years. The project was externally evaluated on several occasions highlighting very positive results and the project exceeding its targets.

For this round of funding, the Regional Learning Partnership South West & Central Wales have co-ordinated consultation using an established process to develop the Regional Delivery Plan for Employment and Skills, in response to the skills needs evidenced in the region. This process has included extensive consultation with over 350 stakeholders including Local Government, Further and Higher Education, Third Sector, Private Sector, Careers Wales and Jobcentre Plus.

**Any actions required (to mitigate adverse impact or to address identified gaps in knowledge)**

**Section 4 - Other Impacts:**

Please consider how the initiative might address the following issues. You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

<b>Foster good relations between different groups</b>	<b>Advance equality of opportunity between different groups</b>
<b>Elimination of discrimination, harassment and victimisation</b>	<b>Reduction of social exclusion and poverty</b>

**(Please see guidance for definitions)**

**Please explain any possible impact on each of the above.**

Workways+ has formed links with many support services across the county borough and these will continue to be strengthened during this round of funding. The main aim of the project is to support participants into employment, a widely documented 'route out of poverty'. Staff will promote equality in the workplace by challenging traditional employment roles where gender stereotypes may exist. Both males and females will be supported to take up and retain employment in non-traditional areas or industries where specific genders are underrepresented, such as females in industries where STEM subjects are required (e.g. Engineering, Information Technology).

**What work have you already done to improve any of the above?**

Workways+ currently delivers a project to support Long Term Unemployed people across the region and county and has experience of the above through several years of previous project delivery. Operating in Neath Port Talbot 2004-2009 and regionally across NPT, Swansea, Pembrokeshire, Carmarthenshire and Bridgend 2009-2014. In addition to the current project delivery which commenced in 2015 and will run until 2022.

**Is the initiative likely to impact on Community Cohesion?**

Only in a positive way. The grant allows people to be supported regardless of postcode area, unlike other projects. Where participants do not meet project eligibility criteria, they would be referred to other support provision.

**How will the initiative treat the Welsh language in the same way as the English language?**

The project will operate in accordance with the NPTCBC Welsh Language Scheme and also the Welsh Government's 'A living language: a language for living', the National Action Plan for a Bilingual Wales and its Welsh Language Scheme to mainstream the Welsh Language across policy areas.

The project will offer its services in both English and Welsh and all marketing material will be bilingual.

**Actions (to mitigate adverse impact or to address identified gaps in knowledge).**

- There will be a referral process in place to ensure participants who live in Communities First areas are referred to Communities for Work and vice versa.

**Section 5 - Monitoring arrangements:**

Please explain the arrangements in place (or those which will be put in place) to monitor this function, service, policy, procedure, strategy, plan or project:

**Monitoring arrangements:** As the project is part funded through the European Social Fund, rigorous monitoring procedures are in place for monitoring and reporting. A Regional Team employed by NPTCBC and line managed by the Strategic Development and Employment Manager, will have responsibility for the projects monitoring arrangements.

This includes:

- Quarterly **Steering group** meetings made up of senior representatives from each of the local authorities (Joint Sponsors).
- Quarterly reporting to the **Regional Regeneration Directors** group.
- Regular (at least annual) **WEFO Technical Financial Audits**.
- Quarterly reporting of project outcomes to **WEFO**.

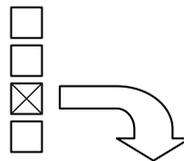
- Monthly **Management Meetings** where each delivery team manager will attend.
- Quarterly **ELO (Employer Liaison Officer) meetings** to monitor cross boundary work with employers across the region.
- Quarterly **Mentor meetings** to monitor team outcomes and share best practice of the delivery.
- A **mid-term project evaluation** and **Final Project Evaluation**, these will be carried out by an independent company appointed via a procurement exercise.

**Actions:**

## Section 6 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to guidance for further information on this section).

- Outcome 1: Continue the initiative...
- Outcome 2: Adjust the initiative...
- Outcome 3: Justify the initiative...
- Outcome 4: Stop and remove the initiative...



**For outcome 3, detail the justification for proceeding here**

The justification for only supporting participants who are age 25 plus is due to a stipulation of Welsh Government/WEFO where there would be duplication of activity, specifically the Welsh Government operation Communities for Work.  
There is provision available for those who are under 25.

## Section 7 - Publication arrangements:

On completion, please contact the Corporate Strategy Team for advice on the legal requirement to publish the findings of EIAs.

**Action Plan:**

<b>Objective - What are we going to do and why?</b>	<b>Who will be responsible for seeing it is done?</b>	<b>When will it be done by?</b>	<b>Outcome - How will we know we have achieved our objective?</b>	<b>Progress</b>

\* Please remember to be 'SMART' when completing your action plan.