

Equality & Human Rights Impact Assessment (EHRIA)



This Equality and Human Rights Impact Assessment (EHRIA) will enable you to assess the **new, proposed or significantly changed** policy/ practice/ procedure/ function/ service** for equality and human rights implications.

Undertaking this assessment will help you to identify whether or not this policy/ practice/ procedure/ function/ service** may have an adverse impact on a particular community or group of people. It will ultimately ensure that, as an Authority, we do not discriminate and we are able to promote equality, diversity and human rights.

Please refer to the EHRIA [guidance](#) before completing this form. If you need any further information about undertaking and completing the assessment, contact your [Departmental Equalities Group](#) or equality@leics.gov.uk

***Please note: The term 'policy' will be used throughout this assessment as shorthand for policy, practice, procedure, function or service.*

Key Details	
Name of policy being assessed:	New service – Work & Skills Leicestershire Funded for 2 years
Department and section:	Adult Learning Service, Communities & Wellbeing, Adults and Communities Directorate
Name of lead officer/ job title and others completing this assessment:	Lead: Paul E Fleming, Head of Adult Learning Assessment: Franne Wills, Head of Communities & Wellbeing
Contact telephone numbers:	0116 3050692
Name of officer/s responsible for implementing this policy:	Paul E Fleming, Head of Adult Learning
Date EHRIA assessment started:	27 th April 2021
Date EHRIA assessment completed:	

Section 1: Defining the policy

Section 1: Defining the policy

You should begin this assessment by defining and outlining the scope of the policy. You should consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's [Equality Strategy](#).

1 What is new or changed in the policy? *What has changed and why?*

Unemployment levels in Leicestershire are rising (4.1%) and are set to rise further following the end of the furlough scheme in September 2021. From January 2021 the Work Club programmes which were delivered from the County's libraries ceased, as funding from the European Social Fund is not continuing. This will leave a gap in provision designed to support disadvantaged groups at a time when this type of service is most needed.

Work & Skills Leicestershire is a 2 year programme, funded by LCC, to support people to become work ready offering a range of on line and face to face support interventions including support with CV's, cover letters, job search skills, creating email accounts, how to use LinkedIn and other Social Media platforms such as Indeed to search for jobs. The project will offer interview techniques, digital training, self-employment and business support. Information about training and volunteering opportunities will be made available as well as the opportunity for an individual work plan to be created.

Work & Skills Leicestershire will be managed within the Communities and Wellbeing Service and is overseen by a project board chaired by Chief Execs and including external partners, such as DWP, Princes Trust & VAL.

Work & Skills Leicestershire will offer a face-to-face service in libraries and other community settings. Libraries offer a neutral, safe and inclusive place for people to attend and job search with an opportunity to engage with Work & Skills Leicestershire Employment Support Officers who will offer professional Information Advice and Guidance (IAG). Clients will also be able to explore opportunities with the voluntary sector which could include volunteering with Work & Skills Leicestershire in the future. To widen access the Work & Skills Leicestershire service will also be offered virtually and by phone.

A client centred approach would provide a tailored individual work plan for participants that considers their background, starting points, goals and areas for development. The plan will support them for up to 12 weeks (depending on their needs) shaping a way forward into employment, training or volunteering. This would include follow up so we could track participants outcomes and track for 6 months after. This would be managed by Work & Skills Leicestershire and LAL's staff.

In addition to the sessions delivered from Libraries and Adult Learning Centres, there will be pop-up sessions based on need and to enable the service to be made

	<p>available in more rural areas e.g. Community Managed Libraries and /or partner venues.</p> <p>Additional support for travel will be available through the LALS Discretionary Support Fund and associated policy designed to remove barriers to participation.</p>								
2	<p>Does this relate to any other policy within your department, the Council or with other partner organisations? If yes, please reference the relevant policy or EHRIA. If unknown, further investigation may be required.</p> <p>The Council's Strategic Plan, supported by the Council's Enabling Growth Plan, outlines the Council's long-term vision for the people and places of Leicestershire and sets the Council's five key outcomes for 2018 to 2022, which include building a strong economy, supporting wellbeing and opportunity, developing greater communities and keeping people safe.</p> <p>The Council's 'COVID-19 Recovery Strategy 2020-2021' has key objectives for economic recovery, including addressing the significant impact of Covid-19 on the labour market and the re-skilling of Leicestershire's residents to be able to compete in the changed local economy; including upscaling digital skills and tackling digital isolation, skills for a zero-carbon economy and supporting cohorts most impacted by the COVID-19 lockdown.</p>								
3	<p>Who are the people/ groups (target groups) affected and what is the intended change or outcome for them?</p> <p>Work & Skills Leicestershire is a universal offer targeted at "people actively looking for work", but with set targets to engage with ethnic minorities, people with disabilities, mental health issues and to ensure a gender balance. As a benchmark Work & Skills Leicestershire would expect participation to be representative of the local communities. Performance will be reviewed by the Project Board who will steer improvement targets.</p> <p>The programme will target Adults (19+) who are unemployed or at risk of unemployment and is complimentary to Kickstart, Restart and Apprenticeships Programmes</p> <p>As a universal offer Work & Skills Leicestershire will also support those in employment who are looking to upskill, those on zero hours contracts looking for more stable employment or those facing redundancy.</p> <p>A target for the number of 'visits' is 10,000 over the lifetime of the project, which includes self-service on the web pages.</p> <p>Success for a participant would be: Employment, upskilling (basic and advanced skills training in maths, English and ICT or relevant industry qualification), improved confidence/wellbeing, work experience and volunteering, accessing relevant training (Apprenticeships, Food Safety, First Aid, safeguarding etc). Ultimately supporting them to be a positive contributor to their community.</p>								
4	<p>Will the policy meet the Equality Act 2010 requirements to have due regard to the need to meet any of the following aspects? (Please tick and explain how)</p> <table border="1"> <thead> <tr> <th></th><th>Yes</th><th>No</th><th>How?</th></tr> </thead> <tbody> <tr> <td>Eliminate unlawful discrimination,</td><td></td><td></td><td>The project will actively seek to offer its services to a wide range of participants</td></tr> </tbody> </table>		Yes	No	How?	Eliminate unlawful discrimination,			The project will actively seek to offer its services to a wide range of participants
	Yes	No	How?						
Eliminate unlawful discrimination,			The project will actively seek to offer its services to a wide range of participants						

harassment and victimisation	X		across the whole county. Underrepresented groups will be actively targeted for support. Take up will be monitored and feedback from clients sought on their experiences of the project support
Advance equality of opportunity between different groups	X		Work & Skills Leicestershire is a universal offer but has specific targets to ensure all groups have equality of access. All project clients will be given the opportunity to feedback on their experiences of support
Foster good relations between different groups	X		Opportunity for job seeking individuals to form peer support groups. All project staff and supporting staff to undertake level 2 IAG training and mandatory unconscious bias training

Section 2: Equality and Human Rights Impact Assessment (EHRIA) Screening

Section 2: Equality and Human Rights Impact Assessment Screening

The purpose of this section of the assessment is to help you decide if a full EHRIA is required.

If you have already identified that a full EHRIA is needed for a policy/ practice/ procedure/ function/ service, either via service planning processes or other means, then please go straight to Section 3 on Page 7 of this document.

Section 2

A: Research and Consultation

5.	Have the target groups been consulted about the following?	Yes	No*
	a) their current needs and aspirations and what is important to them;		X
	b) any potential impact of this change on them (positive and negative, intended and unintended);		X
	c) potential barriers they may face		X
6.	If the target groups have not been consulted directly, have representatives been consulted or research explored (e.g. Equality Mapping)?	X	

7.	Have other stakeholder groups/ secondary groups (e.g. carers of service users) been explored in terms of potential unintended impacts?	X		
8.	<p>*If you answered 'no' to the questions above, please use the space below to outline either what consultation you are planning to undertake or why you do not consider it to be necessary.</p> <p>This links to government and corporate strategy around supporting people into employment and consultation has been undertaken with key stakeholders such as DWP; VAL, LCC convened Work and Skills group members and use of regional data (LLEP). Knowledge and experience of delivering similar projects – WorkClubs and working closely with other ESFA funded projects in the City and County – GREAT, WiLL, Yes, Moneywise Plus etc.</p> <p>The project will be positive as it adds to current capacity and is universal. Work & Skills Leicestershire does not have set eligibility criteria (except age 19 years +) so everyone can benefit including newly unemployed as well as long term unemployed.</p> <p>The project will pay particular attention to access ensuring delivery venues have good physical access, parking etc. A virtual/telephone offer will run alongside the face to face offer and include evening and potentially weekend (Saturday) support. There will be restrictions initially as the offer will only be virtual due to Covid guidelines however it will move to face to face as soon as is viable. This initial offer may exclude those who are not as digitally enabled however there will be the opportunity for referrals to the LALS Employability & Digital Skills team to enable these participants to engage.</p> <p>Other projects partners and internal staff have been consulted and are part of either the implementation group or project board.</p>			

Section 2

B: Monitoring Impact

9.	Are there systems set up to:	Yes	No
	a) monitor impact (positive and negative, intended and unintended) for different groups;	X	
	b) enable open feedback and suggestions from different communities	X	

Note: If no to Question 9, you will need to ensure that monitoring systems are established to check for impact on the protected characteristics.

Section 2

C: Potential Impact

10.	Use the table below to specify if any individuals or community groups who identify with any of the ' protected characteristics ' may potentially be affected by the policy and describe any positive and negative impacts, including any barriers.		
	Yes	No	Comments

	Age	X	<p>Some evidence that younger people have been disproportionately affected by the pandemic as they work in service industries badly affected, e.g. bars, restaurants, hotels etc. Labour market data also identifies that over 50's have been affected by Covid.</p> <p>Work & Skills Leicestershire is aimed at anyone seeking employment and its flexible 1-2-1 approach should help ensure that any individual with protected characteristics can receive support that best meets their needs and access our Discretionary Learner Support to remove potential barriers to participation.</p>
	Disability	X	<p>The current data shows that 30% of W&SL clients accessing the service have a self declared disability. Approx. 16-19% of Leicestershire residents have a declared disability (ONS 2011 census) so we are positively engaging with these clients. The combination of an online service and accessible library sites enable ease of access to the service. In addition we have access to deaf interpreters and a range of support tools to support clients with a range of disabilities. Project staff are also building links with employers who demonstrate they are inclusive in terms of disability. All staff (library and Lals) delivering the project or involved in offering support will complete relevant eLearning including EDI & unconscious bias training.</p>
	Gender Reassignment	X	<p>Project staff to have an awareness of LGBTQ+ issues including gender reassignment and how this might have an impact on employment. The Employment Support Officers are building knowledge of employers across the county and will identify those who are trans inclusive and will work with others to raise their awareness/understanding of trans issues.</p>
	Marriage and Civil Partnership	X	

	Pregnancy and Maternity	X		The service aims to engage with those returning to work after some time out of employment and this includes those returning after maternity or paternity leave or those returning after raising a family. The service recognises the additional needs of this group in terms of upskilling to current employability skills and the potential need for part-time or flexible hours to ease the return to the jobs market. In 2019 75% of mothers with dependent children were in work compared to 90% of fathers (ONS) so there is still some work to do to support women back into employment.
	Race	X		Currently 24% of W&SL clients identify as from BAME communities. This is above the Leicestershire average of 11% (2011 Census). Project staff to have a good awareness of the issues/discrimination faced by different race's/cultures and the face-to-face offer is currently in libraries which is an inclusive environment.
	Religion or Belief	X		Project staff to consider appointments considering religious festivals. The ESO's are building knowledge of employers who are considerate of different religions and beliefs.
	Sex	X		The service currently has a 43/57% split between males/females. As it is harder for women than men to get into employment, it is understandable that we have more women than men seeking support.
	Sexual Orientation	X		Service staff recognise that individuals may have additional needs when being referred onto other agencies or joining a new employer.
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or	X		Many individuals will be affected by "multiple" disadvantages and often be engaged in temporary, zero hours or casual work or be subject to unlawful employment practices because of their immigration status including modern slavery. Work & Skills Leicestershire could support these groups to find roles that offer

	disadvantaged communities			more security and a more assured income. It will also seek to work in partnership with a wide range of "expert" agencies projects/staff internally and externally who already offer services; LAC's, Vista, Remploy, DWP, Princes Trust etc. We have already engaged with 2 asylum seekers. We are planning pop up services in rural areas and continue to offer virtual services to widen participation.																																																
	Community Cohesion	X																																																		
11.	<p>Are the human rights of individuals <i>potentially</i> affected by this proposal? Could there be an impact on human rights for any of the protected characteristics? (Please tick)</p> <p>Explain why you consider that any particular article in the Human Rights Act may apply to the policy/ practice/ function or procedure and how the human rights of individuals are likely to be affected below: [NB: include positive and negative impacts as well as barriers in benefiting from the above proposal]</p> <table border="1"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td colspan="4">Part 1: The Convention- Rights and Freedoms</td> </tr> <tr> <td>Article 2: Right to life</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 3: Right not to be tortured or treated in an inhuman or degrading way</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 4: Right not to be subjected to slavery/ forced labour</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 5: Right to liberty and security</td> <td>X</td> <td></td> <td></td> </tr> <tr> <td>Article 6: Right to a fair trial</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 7: No punishment without law</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 8: Right to respect for private and family life</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 9: Right to freedom of thought, conscience and religion</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 10: Right to freedom of expression</td> <td></td> <td>X</td> <td></td> </tr> <tr> <td>Article 11: Right to freedom of assembly and association</td> <td></td> <td>X</td> <td></td> </tr> </tbody> </table>					Yes	No	Comments	Part 1: The Convention- Rights and Freedoms				Article 2: Right to life		X		Article 3: Right not to be tortured or treated in an inhuman or degrading way		X		Article 4: Right not to be subjected to slavery/ forced labour		X		Article 5: Right to liberty and security	X			Article 6: Right to a fair trial		X		Article 7: No punishment without law		X		Article 8: Right to respect for private and family life		X		Article 9: Right to freedom of thought, conscience and religion		X		Article 10: Right to freedom of expression		X		Article 11: Right to freedom of assembly and association		X	
	Yes	No	Comments																																																	
Part 1: The Convention- Rights and Freedoms																																																				
Article 2: Right to life		X																																																		
Article 3: Right not to be tortured or treated in an inhuman or degrading way		X																																																		
Article 4: Right not to be subjected to slavery/ forced labour		X																																																		
Article 5: Right to liberty and security	X																																																			
Article 6: Right to a fair trial		X																																																		
Article 7: No punishment without law		X																																																		
Article 8: Right to respect for private and family life		X																																																		
Article 9: Right to freedom of thought, conscience and religion		X																																																		
Article 10: Right to freedom of expression		X																																																		
Article 11: Right to freedom of assembly and association		X																																																		

	Article 12: Right to marry		X	
	Article 14: Right not to be discriminated against	X		
Part 2: The First Protocol				
	Article 1: Protection of property/ peaceful enjoyment		X	
	Article 2: Right to education	X		
	Article 3: Right to free elections		X	
Section 2				
D: Decision				
13.	Is there evidence or any other reason to suggest that:	Yes	No	Unknown
	a) the policy could have a different affect or adverse impact on any section of the community;		X	
	b) any section of the community may face barriers in benefiting from the proposal		X	
13.	Based on the answers to the questions above, what is the likely impact of the policy			
	No Impact <input type="checkbox"/>	Positive Impact <input checked="" type="checkbox"/>	Neutral Impact <input type="checkbox"/>	Negative Impact or Impact Unknown <input type="checkbox"/>
Note: If the decision is 'Negative Impact' or 'Impact Not Known', an EHRIA Report is required.				
14.	Is an EHRIA report required?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

Section 2: Completion of EHRIA Screening

Upon completion of the screening section of this assessment, you should have identified whether an EHRIA Report is required for further investigation of the impacts of this policy.

Option 1: If you identified that an EHRIA Report *is required*, continue to Section 3 on Page 7 of this document.

Option 2: If there are no equality, diversity or human rights impacts identified and an EHRIA report *is not required*, continue to Section 4 on Page 14 of this document.

Section 3: Equality and Human Rights Impact Assessment (EHRIA) Report

Section 3: Equality and Human Rights Impact Assessment Report

This part of the assessment will help you to think **thoroughly** about the impact of the policy and to critically examine whether it is **likely** to have a positive or negative impact on different groups within our diverse communities. It should also identify any barriers that may adversely affect under-represented communities or groups that may be disadvantaged by the way in which we carry out our business.

Using the information gathered either within the EHRIA Screening or independently of this process, this EHRIA Report should be used to consider the impact or likely impact of the policy in relation to all areas of equality, diversity and human rights as outlined in Leicestershire County Council's Equality Strategy.

Section 3

A: Research and Consultation

When considering the target groups, it is important to think about whether new data needs to be collected or whether there is any existing research that can be utilised.

15. Based on the gaps identified either in the EHRIA Screening or independently of this process, **how** have you now explored the following and **what** does this information/ data tell you about each of the diverse groups?
- a) current needs and aspirations and what is important to individuals and community groups (including human rights);
 - b) likely impacts (positive and negative, intended and unintended) to individuals and community groups (including human rights);
 - c) likely barriers that individuals and community groups may face (including human rights)

16.	Is any further research, data collection or evidence required to fill any gaps in your understanding of the potential or known affects of the policy on target groups?
<p>When considering who is affected by this proposed policy, it is important to think about consulting with and involving a range of service users, staff or other stakeholders who may be affected as part of the proposal.</p>	
17.	Based on the gaps identified either in the EHRIA Screening or independently of this process, how have you further consulted with those affected on the likely impact and what does this consultation tell you about each of the diverse groups?
18.	Is any further consultation required to fill any gaps in your understanding of the potential or known effects of the policy on target groups?

Section 3	
B: Recognised Impact	
19.	Based on any evidence and findings, use the table below to specify if any individuals or community groups who identify with any 'protected characteristics' are likely to be affected by this policy. Describe any positive and negative impacts, including what barriers these individuals or groups may face.
	Comments

	Age	
	Disability	
	Gender Reassignment	
	Marriage and Civil Partnership	
	Pregnancy and Maternity	
	Race	
	Religion or Belief	
	Sex	
	Sexual Orientation	
	Other groups e.g. rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities	
	Community Cohesion	

20.	Based on any evidence and findings, use the table below to specify if any particular Articles in the Human Rights Act are <i>likely</i> to apply to the policy. Are the human rights of any individuals or community groups affected by this proposal? Is there an impact on human rights for any of the protected characteristics?	
		Comments

Part 1: The Convention- Rights and Freedoms		
Article 2: Right to life		
Article 3: Right not to be tortured or treated in an inhuman or degrading way		
Article 4: Right not to be subjected to slavery/ forced labour		
Article 5: Right to liberty and security		
Article 6: Right to a fair trial		
Article 7: No punishment without law		
Article 8: Right to respect for private and family life		
Article 9: Right to freedom of thought, conscience and religion		
Article 10: Right to freedom of expression		
Article 11: Right to freedom of assembly and association		
Article 12: Right to marry		
Article 14: Right not to be discriminated against		
Part 2: The First Protocol		
Article 1: Protection of property/ peaceful enjoyment		
Article 2: Right to education		
Article 3: Right to free elections		

Section 3	
C: Mitigating and Assessing the Impact	
Taking into account the research, data, consultation and information you have reviewed and/ or carried out as part of this EHRIA, it is now essential to assess the impact of the policy.	
21.	If you consider there to be actual or potential adverse impact or discrimination, please outline this below. State whether it is justifiable or legitimate and give reasons.
<p>NB:</p> <p>i) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.</p> <p>ii) If you have identified adverse impact or discrimination that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.</p>	
22.	<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> a) include any relevant research and consultation findings which highlight the best way in which to minimise negative impact or discrimination b) consider what barriers you can remove, whether reasonable adjustments may be necessary and how any unmet needs that you have identified can be addressed c) if you are not addressing any negative impacts (including human rights) or potential barriers identified for a particular group, please explain why
Section 3	
D: Making a decision	

23.	Summarise your findings and give an overview as to whether the policy will meet Leicestershire County Council's responsibilities in relation to equality, diversity, community cohesion and human rights.

Section 3

E: Monitoring, evaluation & review of the policy

24.	Are there processes in place to review the findings of this EHRIA and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?
25.	How will the recommendations of this assessment be built into wider planning and review processes? <i>e.g. policy reviews, annual plans and use of performance management systems</i>

Section 3:
F: Equality and human rights improvement plan

Please list all the equality objectives, actions and targets that result from the Equality and Human Rights Impact Assessment (EHRIA) (continue on separate sheets as necessary). These now need to be included in the relevant service plan for mainstreaming and performance management purposes.

Equality Objective	Action	Target	Officer Responsible	By when

Section 4: Sign off and scrutiny

Upon completion, the Lead Officer completing this assessment is required to sign the document in the section below.

It is required that this Equality and Human Rights Impact Assessment (EHRIA) is scrutinised by your Departmental Equalities Group and signed off by the Chair of the Group.

Once scrutiny and sign off has taken place, a depersonalised version of this EHRIA should be published on Leicestershire County Council's website. Please send a copy of this form to the Digital Services Team via web@leics.gov.uk for publishing.

Section 4

A: Sign Off and Scrutiny

Confirm, as appropriate, which elements of the EHRIA have been completed and are required for sign off and scrutiny.

Equality and Human Rights Assessment Screening ☐

Equality and Human Rights Assessment Report ☐

1st Authorised Signature (EHRIA Lead Officer):

Date:

2nd Authorised Signature (DEG Vice Chair):
.....Griff Jones - Head of Service Mental Health and DOLS.....

Date: ...28th October 2021.....

Formatted: Superscript