

APPENDIX 1



Equality Impact Assessment (EIA)

Document control

Title of activity:	<i>Extension and revision of the Havering Careers Education Information Advice & guidance Services from 2015/2018</i>
Type of activity:	<i>Service</i>
Lead officer:	<i>Varsha Mistry-Hand Young people's Education & Skills manager Learning & Achievement</i>
Approved by:	<i>Mary Pattinson, Assistant Director, Learning & Achievement</i>
Date completed:	<i>10th June 2015</i>
Scheduled date for review:	<i>31st August 2018</i>

The Corporate Policy & Diversity team requires **5 working days** to provide advice on EIAs.

Did you seek advice from the Corporate Policy & Diversity team?	Yes
Does the EIA contain any confidential or exempt information that would prevent you publishing it on the Council's website?	No

1. Equality Impact Assessment Checklist

The Equality Impact Assessment (EIA) is a tool to ensure that your activity meets the needs of individuals and groups that use your service. It also helps the Council to meet its legal obligation under the [Equality Act 2010 and the Public Sector Equality Duty](#).

Please complete the following checklist to determine whether or not you will need to complete an EIA. Please ensure you keep this section for your audit trail. If you have any questions, please contact the Corporate Policy and Diversity Team at diversity@havering.gov.uk

About your activity

1	Title of activity	<i>Extension and revision of the Havering Careers Education Information Advice & guidance from 2015/2018</i>
2	Type of activity	<i>service</i>
3	<ul style="list-style-type: none"> • Scope of activity 	<p><i>Extend the current IAG contract to deliver services for a further 3 years in Havering to secure performance on duties placed upon the Local Authority under the Children and Families Act 2014.</i></p> <p><i>The revised specification identifies budget savings and focuses on maintaining a level of engagement at year 9 and year 10. With full interventions at year 11, 12 and 13 in line with our duty to deliver on Raising Participation Age (RPA), and encouraging participation in education training and / or employment.</i></p> <p>The service will continue to provide IAG to all vulnerable groups identified within the specification (non exhaustive list):</p> <ul style="list-style-type: none"> • Teenage parents and pregnant teenagers • Young people on an Order with the Youth Engagement Team • Young people identified by professionals as misusing drugs and/or alcohol • Young carers • Young people in Local Authority care • Care leavers • Young people educated otherwise than at school (attending a pupil referral unit or alternative education provider, receiving individual tuition, being home educated) • Learners with learning difficulties and/or disabilities • Young people who are members of families within the Troubled Families programme

		<ul style="list-style-type: none"> • Those that are homeless or at risk from homelessness • Travelers
4a	Is the activity new or changing?	Changing
4b	Is the activity likely to have an impact on individuals or groups?	Yes both
5	If you answered yes:	<i>Please complete the EIA on the next page.</i>
6	If you answered no:	<p><i>Please provide a clear and robust explanation on why your activity does not require an EIA. This is essential in case the activity is challenged under the Equality Act 2010.</i></p> <p><i>Please keep this checklist for your audit trail.</i></p>

Completed by:	<i>Varsha Mistry-Hand Young people's Education & Skills manager Learning & Achievement</i>
Date:	<i>10th June2015</i>

The EIA

Background/context:

Prospects are commissioned by the London Borough of Havering (LBH) to fulfil the statutory obligations as outlined in the Education & Skills Act (ESA) 2008, and obligations set out in The Participation of Young People in Education, Employment & Training (EET) September 2014 Statutory Guidance for Local Authorities and Children's and Families Act 2014.

Prospects have enabled LBH to fulfil these obligations through working with schools to identify those at risk of not participating and providing remedial interventions.

In the academic year 2013/14 Prospects provided 1314 interventions across all year groups with 371 young people identified at high risk of Not in Education Employment or Training (NEET) via the targeting toolkit, which is a risk of NEET tool used by schools processing SIMS Data against a set of criteria in order to identify potential learners at risk of becoming NEET.

Of the 146 young people identified as at risk of NEET in year 11, by year 12 137 of these young people were in Raising the Participation Age (RPA) compliant activities.

Raising awareness of RPA; To support these Prospects has provided training and a toolkit for teaching staff, a termly network meeting for careers coordinators, organised roadshows for parents and young people and developed an APP to enable young people to access course details. All young people identified as not participating and within the RPA cohort are allocated a named Adviser. At the first DFE measure for RPA in Dec 2013 96.92% participating (Year 12 only)

NEET / Unknown; Prospects has decreased the LBH NEET figures year on year through client drop-in service, NEET caseloads and additional income streams supporting NEET clients. Prospects as prime contractor of the Youth Contract have allocated funding to support reengagement programmes for some of Havering's most vulnerable 16-17 year olds. 131 young people started the programme and 96 reengaged into RPA compliant outcomes.

See below table demonstrating decreasing NEET / Unknown figures:

Jan-March 2012 average	NEET 4.5%	Unknown 6.1%
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Jan-March 2013 average	NEET 4.6%	Unknown 4.6%
Jan-March 2014 average	NEET 4.3%	Unknown 3.8%
Jan-March 2015 average	NEET 3.7%	Unknown 3.4%

The service specification has been revised in line with current legislation and our duty to Raising the Participation Age (RPA). From September 2014 the duty requires young people to participate up until the age of 17 and from September 2015 up until 18 years of age.

The revised specification will therefore focus on supporting year 9, 10, 11 and year 12 and above in order to support young people into participation. Young people in years 8, 9 & 10 will continue to gain Information Advice and Guidance (IAG) through the schools' universal offer. Locally 17 of the 18 schools in the borough commission this service from Prospects maintaining a level of service with a provider who is already in the school and familiar with its policies and procedures but also able to sign post schools' staff to external support services as and when the need is identified with the earlier year groups.

Age: Consider the full range of age groups		
<i>Please tick (✓) the relevant box:</i>		Overall impact: Neutral impact
Positive		The service will target those learners identified through the targeting tool kit (TTK) in year 11, 12 and above through individual or group sessions.
Neutral	✓	
Negative		Learners in year 8, 9& 10 will continue to be supported but through the schools universal IAG offer. 19+ adults will continue to be supported through the national careers service.

Evidence:

RPA cohort size increasing;

	Sept 2011	Sept 2012	Sept 2013	Sept 2014
Years 12-14	8845	8688	8700	8750
Years 9-11	9450	9390	9360	9350

Sources used:

15Billion Client Caseload Information system
<http://www.15billion.org/ims/monthlyreports/>

Disability: Consider the full range of disabilities; including physical mental, sensory and progressive conditions	
<i>Please tick (✓) the relevant box:</i>	
Positive	<p>Overall impact:</p> <p>The service will continue to provide IAG to all vulnerable groups identified within the specification (non exhaustive list):</p> <ul style="list-style-type: none"> • Teenage parents and pregnant teenagers • Young people on an Order with the Youth Engagement Team • Young people identified by professionals as misusing drugs and/or alcohol • Young carers • Young people in Local Authority care • Care leavers • Young people educated otherwise than at school (attending a pupil referral unit or alternative education provider, receiving individual tuition, being home educated) • Learners with learning difficulties and/or disabilities • Young people who are members of families within the Troubled Families programme • Those that are homeless or at risk from homelessness • Travelers <p>As before, the service provider will be required to use appropriately qualified staff and to continue to develop CPD amongst Personal advisors who will be working with young people.</p> <p>The provider will also be expected to provide documentation/guidance in easy read and other formats or alternative languages, and to ensure that venues for outreach service are accessible.</p> <p>The service provider will continue to work with external agencies that can provide support for particular vulnerable groups in order to support them. (Mencap, Family Mosaic, JCP, Youth engagement service, drug and alcohol team, Health, Local Authority teams who work with LAC cohort and LLDD cohort).</p> <p>In addition to the above Prospects will attend all year 9 transition planning and reviews for those with Education, Health and Care Plans (formerly statements of special educational needs or LDAs known as s139a).</p> <p>Support the Local Authority in its duty to convert current Learning Disability Assessment's known as s139a's over to Education Health Care plans.</p> <p>LLDD client's parent forums have been attended in order to support with the understanding of changes brought on by the SEND legislation in order to ensure learners are supported with transition and appropriate package of support is in place.</p>
Neutral	
Negative	

Evidence:

The data below **column 6** details the changes to the cohort and demonstrates an increase to the number of vulnerable young people in need of targeted support.

	Teen Parents	Pregnant	Care Leavers	LAC	Supervised by YOS	LDD
April 2012	38.2%	22.5%	21.4%	15.6%	20.8%	8.5%
April 2013	80.3%	50.0%	20.8%	17.9%	37.0%	5.4%
April 2014	78.6%	68.3%	28.6%	17.9%	30.2%	6.7%

Sources used:

15Billion Client Caseload Information system
<http://www.15billion.org/ims/monthlyreports/>

Sex/gender: Consider both men and women

Please tick (✓) the relevant box:

Overall impact:

Positive

Neutral

Negative

✓

The service is inclusive and accessible to everyone identified through the TTK who is at risk of becoming NEET. Current data shows that girls and boys are fairly equally represented, with the number of boys being slightly higher.

Evidence:

The data below (available for yr12&13) shows the gender breakdown of the cohort of young people in scope across year 12 and 13 over the last 2 years.

Gender profile of service users, 2014 and 2015

	2013		2014		2015	
	Y12	Y13	Y12	Y13	Y12	Y13
Male	Data not available in this format		1,456	1,505	1,502	1,443
Female	Data not available in this format		1,414	1,419	1,421	1,423

Sources used:
15Billion Client Caseload Information system
<http://www.15billion.org/ims/monthlyreports/>

Prospects Careers advice Plus, 2014 and 2015

Ethnicity/race: Consider the impact on different ethnic groups and nationalities

Please tick (✓) the relevant box:

Positive	
Neutral	✓
Negative	

Overall impact:
 Service is inclusive and accessible to everyone identified through the TTK who is at risk of becoming NEET.

Evidence:

The data below (available for yr12&13) shows the ethnic breakdown of the cohort of young people in scope across year 12, Yr13 over the last 2 years.

Ethnicity profile of service users, 2014 and 2015

	2013		2014		2015	
	Year 12	Year 13	Year 12	Year 13	Year 12	Year 13
Asian	Data is not available in this format		97	105	137	100
Black			238	245	258	241
Chinese			16	9	16	16
Mixed			99	85	90	99
Other			22	80	14	21
Unknown			57	61	111	59
White British			2,224	2,191	2,171	2,210
White Other			118	148	128	121
Total			2871	2924	2925	2867

Sources used:

15Billion Client Caseload Information system
<http://www.15billion.org/ims/monthlyreports/>

Prospects Careers advice Plus, 2014 and 2015

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Religion/faith: Consider people from different religions or beliefs including those with no religion or belief	
<i>Please tick (✓) the relevant box:</i>	
Positive	
Neutral	✓
Negative	
Overall impact:	
The contractor is expected to provide a culturally sensitive and inclusive IAG at all times. The specification outlines in details the requirements to the contractor who is expected to comply with the Equality Act 2010 and the Public Sector Equality Duty.	
The Contractor must throughout the contract period have a sufficient number of suitably trained staff with appropriate skills and competencies, and ensure that the service provision addresses the specific needs of young people in the targeted age range	
Evidence:	
No service level data is currently available on the above, however as part of the contract monitoring process data will be collated and reported back for monitoring purposes in the future. This data will support the shaping the services going forward.	
Sources used:	

Sexual orientation: Consider people who are heterosexual, lesbian, gay or bisexual	
<i>Please tick (✓) the relevant box:</i>	
Positive	
Neutral	✓
Negative	
Overall impact:	
The Contractor must throughout the contract period have a sufficient number of suitably trained staff with appropriate skills and competencies, and ensure that the service provision addresses the specific needs of young people in the targeted age range	
IAG service commissioned is sensitive in its approach to supporting a young person's individual situation. Staff will be prepared to support all young people and sign post them to alternative agencies if required.	

	<p>Prospect have developed good working relationships with schools and agencies that provide a range of support for young people and will continue to work with Havering at both an operational and strategic level.</p> <p>No robust data is currently available and indeed this is a generally under-reported characteristic where more information is required. The Council will work with the Provider to record this information in the future. Meanwhile, the Provider will ensure that no one experiences discrimination on the grounds of their sexuality.</p>
<p>Evidence:</p> <p>No service level data is currently available.</p>	
<p>Sources used:</p>	

<p>Gender reassignment: Consider people who are seeking, undergoing or have received gender reassignment surgery, as well as people whose gender identity is different from their gender at birth</p>	
<p>Please tick (✓) the relevant box:</p>	<p>Overall impact:</p>
<p>Positive</p>	<p>The Contractor must throughout the contract period have a sufficient number of suitably trained staff with appropriate skills and competencies, and ensure that the service provision addresses the specific needs of young people in the targeted age range</p>
<p>Neutral</p>	<p>✓</p>
<p>Negative</p>	<p>IAG service commissioned is sensitive in its approach to supporting a young person's individual situation. Staff will be prepared to support all young people and sign post them to alternative agencies if required. Prospect have developed good working relationships with schools and agencies that provide a range of support for young people and will continue to work with Havering at both an operational and strategic level</p> <p>No robust data is currently available and indeed this is a generally under-reported characteristic where more information is required. The Council will work with the Provider to record this information in the future. Meanwhile, the Provider will ensure that no one experiences discrimination on the grounds of gender reassignment.</p>

Evidence:		
No service level data is currently available.		
Sources used:		

Marriage/civil partnership: Consider people in a marriage or civil partnership		
<i>Please tick (✓) the relevant box:</i>		Overall impact: The Contractor must throughout the contract period have a sufficient number of suitably trained staff with appropriate skills and competencies, and ensure that the service provision addresses the specific needs of young people in the targeted age range IAG service commissioned is sensitive in its approach to supporting a young person's individual situation. Staff will be prepared to support all young people and sign post them to alternative agencies if required. Prospect have developed good working relationships with schools and agencies that provide a range of support for young people and will continue to work with Havering at both an operational and strategic level
Positive		
Neutral	✓	
Negative		
Evidence:		
No service level data is currently available, however as part of the contract monitoring process data will be collated and reported back for monitoring purposes in the future. This data will support the shaping the services going forward to ensure specific client needs are met.		

Sources used:

Pregnancy, maternity and paternity: Consider those who are pregnant and those who are undertaking maternity or paternity leave

<i>Please tick (✓) the relevant box:</i>		Overall impact: This is one of the vulnerable groups identified and targeted in the service specifications, and is often being supported with other initiatives outside education to support their personal circumstances. The provider has previously secured external funding in order to run a course targeting this particular group with successful outcomes. The service has a positive impact on this group as it supports Teenage Parents and Young People with advice and guidance through additional referral sources and partner agencies. In particular to engage the group and empower them with attainment that will support them with progression in the future. For example, teen parents and pregnant teenagers have benefited from the Baby to Briefcase project delivered by Prospects in partnership with LBH the local FE college and the NHS.
Positive	<input checked="" type="checkbox"/>	
Neutral	<input type="checkbox"/>	
Negative	<input type="checkbox"/>	

Evidence:

The data below (columns **1&2**) details the changes to the cohort and demonstrates an increase to the number of vulnerable young people who have received targeted support since April 2012.

	Teen Parents	Pregnant	Care Leavers	LAC	Supervised by YOS	LDD
April 2012	38.2%	22.5%	21.4%	15.6%	20.8%	8.5%
April 2013	80.3%	50.0%	20.8%	17.9%	37.0%	5.4%
April 2014	78.6%	68.3%	28.6%	17.9%	30.2%	6.7%

Sources used:

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Prospects Careers advice Plus

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Socio-economic status: Consider those who are from low income or financially excluded backgrounds	
<i>Please tick (✓) the relevant box:</i>	<p>Overall impact:</p> <p>The service will continue to provide IAG to all vulnerable groups identified within the specification (non exhaustive list):</p> <ul style="list-style-type: none"> • Teenage parents and pregnant teenagers • Young people on an Order with the Youth Engagement Team • Young people identified by professionals as misusing drugs and/or alcohol • Young carers • Young people in Local Authority care • Care leavers • Young people educated otherwise than at school (attending a pupil referral unit or alternative education provider, receiving individual tuition, being home educated) • Learners with learning difficulties and/or disabilities • Young people who are members of families within the Troubled Families programme • Those that are homeless or at risk from homelessness • Travelers <p>The targeted service will support these groups in particular as the TTK (the tool used amongst all schools to identify learners at -risk) uses these as a key indicator.</p> <p>All groups identified below demonstrate the need for this service to be more focused in its approach and to target these learners.</p> <p>The service provider and staff work in partnership with LBH service teams in order to support and secure any additional funded activities to support these learners.</p> <p>LAC group are taking up the Prospects in the City walks over the May half term, opening up opportunities with employer based visits to raise aspirations.</p>
Positive	
Neutral	
Negative	

Evidence:

The data below details the changes to the cohort and demonstrates an increase to the number of vulnerable young people who have received targeted support since April 2012.

	Teen Parents	Pregnant	Care Leavers	LAC	Supervised by YOS	LDD
April 2012	38.2%	22.5%	21.4%	15.6%	20.8%	8.5%
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Sources used:

15Billion Client Caseload Information system

<http://www.15billion.org/ims/monthlyreports/>

Prospects Careers advice Plus, 2012, 2013 and 2014

