

Equality Impact Assessment (EIA) Tool

Please ensure you have read the [guidance pages](#) prior to completing this tool

Document Control

Control Details:	
Title of EIA/ Decision (DDM):	Invitation to tender for a new Employee Benefits (EB) Contract
Name of author (Assigned to Pentana):	Lynn Griffin–Pearce
Department:	Finance and Resources
Director:	Richard Henderson
Division:	Human Resources, Equality, Diversity and Inclusion
Contact details:	0115 8763621
Strategic Budget EIA:	Yes/No
Exempt from publication:	Yes/No
Date decision due to be taken:	Spring 2023 for the DDM decision and tender process in readiness for Autumn implementation

Document Amendment Record

Version	Author	Date
1	Lynn Griffin–Pearce	21 February 2023

Contributors/Reviewers (Anyone who has contributed to this document to be named)

Name	Title role	Date
Kara Harrison	HR Advisor-Reward	21 February 2023
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Glossary of Terms

Term	Description
EB	Employee Benefits
CCV	Childcare Vouchers
Spec	Specification
CSSSC	Civil Service Sports and Social Club
CSMA	Civil Service Motoring Association
NCC	Nottingham City Council
AVCs	Additional Voluntary Contributions
NCT	Nottingham City Transport
EDI	Equality, Diversity & Inclusion
GDPR	General Data Protection Regulations

Section 1 – Equality Impact (NCC staff/ Service users/ Citizen/ Community impact)

1. a. Brief description of proposal/ policy/ service to be assessed

Invitation to tender for a new EB Contract for the provision of a Works Perks package- offering a number of salary sacrifice schemes, travel to work options and lifestyle discounts to NCC employees. NCC's current EB contract with Sodexo (current EB partners) commenced in October 2017 and ran for three years before being extended twice, for a further 3 years which now expires in October 2023). The tender will be through an open market procurement process (which is open and transparent) and the top three providers selected (based on a balance of quality vs cost of the offering) will be invited to attend an interview to present further information on their schemes and for a panel discussion to take place to decide who should be awarded the contract according to the requirements laid down in the tender specification.

1. b. Information used to analyse the equalities implications

The existing EB scheme, procurement regulations and also relevant guidance from the Equality Act 2010 and feedback as a result of employee engagement and consultation.

The trade unions and HR Leadership team were consulted on 28th February and Employee Support Group chairs on 8th March 2023. An all colleague survey was sent on 8th Feb with a closing date of 10th March 2023 and this was also advertised on the intranet. Main findings are that -

- Majority feel somewhat informed, informed or very well informed about Works Perks overall
- Majority feel somewhat or very satisfied, 28 neither satisfied or dissatisfied with flexible working & annual leave
- Benefits least informed about=pensions
- Majority would like to receive details by e-mail/newsletter, then intranet/website & app
- Most popular benefits=pension, shopping discounts & MoreTime
- New benefits colleagues want-insurance, gym, will writing & technology
- Majority say no influence in applying for jobs
- Majority say has some/massive influence on staying at NCC

1. c. Who will be affected and how?

Impact type (NCC staff/ Service users/ Citizens/ Community)	Equality group/ individual	Positive	Negative	None	Reasons for your assessment (Including evidence)	Details of mitigation/ actions taken to advance equality	Details of any arrangements for future monitoring of equality impact (Including any action plans)
	People from different ethnic groups	X					
	Men	X					
	Women	X	X		Childcare voucher schemes benefit more women than men (as women are still the predominantly the main child carers & NCC has a larger percentage of women in the workforce). As the NCC scheme is now closed to new entrants &	New joiners are signposted to the Central Government website for CCV as they will continue to receive tax relief when they join (but this may put some people off as the government scheme is self- managed). If existing colleagues	

					numbers are decreasing over time, this will have a disproportionate impact on women. There is currently an upper weekly limit of £55, which can be transferred to another childcare provider/ child or be split between them.	are already in the NCC scheme and have another child, they can still apply for CCV for this new child, which goes some way to lessen the financial hardship experienced by new parents due to high childcare costs & supports new parents to return to work.	
	Trans	X					
	Disabled people/ carers	X					The EB specification includes a section on accessibility & specifies the following requirements – All information to be available in formats to meet the needs of different groups of employees, including: text only, large font

							sizes, compatibility with NCC's screen reader software, hard copy word version options available, and applications/orders to be able to be made by phone in addition to online.
	Pregnancy and maternity	X	X		Due to the current CCV scheme being closed to new entrants/parents	Signpost to the Central Government website for childcare vouchers	
	Marriage/Civil Partnership	X					
	People of different faiths/ beliefs and those with none	X					
	Lesbian/ Gay/ Bisexual people	X					
	Older	X					

	Younger	X					
	<p>Other (e.g. looked after children, cohesion/ good relations, vulnerable children/ adults), socio-economic background.</p> <p><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></p>	X					

1. d. Summary of any other potential impact (including cumulative impact/ human rights implications):

- The retendering of the new (external) EB contract will mean that the current offering, which includes national and local discounts, can continue to be available to all NCC colleagues.
- NCC aims to further enhance the Works Perks offering through the introduction of new schemes such as financial education, a review of our health cash plan and Give as You Earn offerings and a new salary sacrifice Additional Voluntary Contributions (AVCs) for pensions in the future, in addition to existing salary sacrifice schemes-Cycle to Work and Childcare Vouchers (which is closed to new entrants but also available to same sex couples and partners who are both working for NCC). It should be noted that the Central Government CCV Scheme continues to be available for those NCC employees who are ineligible to join NCC's scheme.
- This external provision will be the core umbrella and platform for EB and will be in addition to the Council's internal offerings which include a salary sacrifice holiday purchase and/or reduction in working hours scheme (MoreTime), and five travel to work schemes (NCT bus, Trent Barton bus, tram, East Midlands trains and the Robin Hood combination card) which allow the cost of an annual pass to be spread over 12 months, with monthly deductions being taken directly from salary.

- Other benefits provided that are outside the tender process include Eye Med, Notts and Lincoln Credit Union, CSSC, Boundless by CSMA, and Costco as these are all separate providers that enhance the total reward offering.
- Generally, EB provision will continue to have a positive impact across all of the equality strands as it helps colleagues' money go a little bit further in times of limited pay awards & career progression and especially with the current cost of living crisis.
- Regular consultation will be held with the Employee Support networks, Trade Unions and staff as required and roadshows to the harder to reach parts of the workforce, especially those working in frontline services are planned for 2023.
- We are asking our future EB partner to provide an EDI breakdown of employees using the salary sacrifice schemes (if this is possible or NCC will undertake to provide this as an alternative), which will help us understand whether there are any areas where we need to improve accessibility. The EIA will be updated accordingly by Lynn Griffin-Pearce in the New Year 2024.

Section 2 – Equality outcome

Please include summary of the actions identified to reduce disproportionate negative impact, advance equality of opportunity and foster good relations. Please pull out all of the mitigations you have identified and summarise them in this action plan

Equality Outcome	Adjustments to proposal and/or mitigating SMART actions	Lead Officer	Date for Review/ Completion	Update/ complete
Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010.	No major change needed other than adding the collection of EDI data in relation to age, gender and grade to be provided by the EB provider for salary sacrifice schemes (if GDPR allows for this information to be shared) which will then impact on future targeting of communication messages and outreach	Lynn Griffin-Pearce	New Year 2024	
Advance equality of opportunity between those who share a protected characteristic and those who don't				

Foster good relations between those who share a protected characteristic and those who don't				
(Please add other equality outcomes as required – e.g. mitigate adverse impact identified for people with a disability)				

Please note: All actions will need to be uploaded onto Pentana

Section 3 – Approval and publishing

<p>The assessment must be approved by the manager responsible for the service /proposal. Approving Manager details (name, role, contact details):</p> <p>Daljit Nijran, Organisational HR Manager, HR and EDI</p>	<p>Date sent for advice: 28th March Daljit 2023</p>
<p>Approving Manager Signature:</p> <p>Jo Hill (on behalf of Daljit Nijran), Employee Relations Specialist</p>	<p>Date of final approval: 29th March 2023</p>

For further information and guidance, please visit the [Equality Impact Assessment Intranet Pages](#)
 Alternatively, you can contact the Equality and Employability Team by telephone on 0115 876 2747
 Send document or link for advice and/ or publishing to: edi@nottinghamcity.gov.uk

PLEASE NOTE: FINAL VERSION MUST BE SENT TO EQUALITIES OTHERWISE RECORDS WILL REMAIN INCOMPLETE.