

## **Equality Impact Assessment Form (Page 1 of 2)**

**Title of EIA/ DDM:** NCC to act as Accountable Body for Rebalancing Outer Estates Foundation funding

**Name of Author:** Steven Heales

**Department:** Development

**Director:** David Bishop

**Service Area:** Econ Dev

**Strategic Budget EIA** Y/N (please underline)

**Author (assigned to Covalent):**

### **Brief description of proposal / policy / service being assessed:**

A recruitment and retention support to SMEs in Nottingham City and Nottinghamshire is planned, to support the retention of graduates from the two Nottingham universities within the city and county area. This proposal will directly contribute to the Council's priority to increase the number of graduates who choose to stay in Nottingham by 20%.

Independent research has confirmed that recruiting graduates is a challenge for SMEs, who may not have the resource to undertake graduate recruitment programmes to the same extent as larger employers. Graduates are also under-represented within the employer body of SMEs.

A key feature of the N2 business base is the prevalence of micro and small businesses. Businesses with fewer than 10 employees account for almost 80% of total business units. There are very high numbers of micro businesses in several sectors, Wholesale and Retail and Construction in particular.

Engagement with students and SMEs will be undertaken with the aim of creating 30 graduate levels jobs. This would be delivered through an external provider and would include:

- Identification of 30 SME level jobs in Nottingham and Nottinghamshire by liaising with SMEs in the city and county. Opportunities would provide additionality by ensuring that roles identified are new graduate opportunities
- A communications and marketing approach, working closely with the two Nottingham universities, to promote the scheme and potential job opportunities. This would be a multi-channel campaign that utilises social media, on-campus and city and county promotion opportunities and would be targeted at both graduates and local employers
- Creation of competency framework, selection materials, a video assessment and assessment centre to match applicants in to identified employment opportunities
- Personalised graduate employability feedback to all applicants, channelling into wider careers guidance that is available
- End of cohort report detailing breakdown of agreed performance metrics

Following the assessment centre, local employers who participate would undertake face-to-face interviews to select their preferred candidates and will employ graduates for 12 months initially.

The end result will be 30 Nottingham graduates recruited in to SME graduate level positions in the city and county, targeted SMEs that would not typically hire graduates. All graduates from Nottingham Universities that participate will benefit by gaining employability feedback. The programme will run from April to November 2016.

The scheme will be promoted to all students at both Nottingham universities. There will be targeted promotional activity through both universities' widening participation work to ensure the programme reaches people from protected groups.

Monitoring information will also be collected about the demographics of participants, and this will be benchmarked against the overall student population to understand if it is reaching a diverse range of participations. We know the following about the student base at both Nottingham universities (2015/16):

Ethnicity		
	University of Nottingham	Nottingham Trent University
White	79%	75%
Asian	11%	13%
Black	4%	7%
Other (including mixed)	0%	5%
Not known	1%	awaiting information

Gender		
	University of Nottingham	Nottingham Trent University
Male	55%	46%
Female	45%	54%

Age		
	University of Nottingham	Nottingham Trent University
20 and under	44%	51%
21-24	30%	31%
25-29	11%	7%
30+	15%	11%

Declared disability		
	University of Nottingham	Nottingham Trent University
Yes	9%	8%
No	91%	92%

**Information used to analyse the effects on equality:**

HESA Student Data 2012/13

[N2 Labour Market Assessment 2015-2022](#)

Planned data collection - Monitoring information of students and SMEs engaged in this programme, which will be considered and reviewed as part of monthly monitoring meetings

	<b>Could particularly benefit X</b>	<b>May adversely impact X</b>	<b>How different groups could be affected</b> (Summary of impacts)	<b>Details of actions to reduce negative or increase positive impact</b> (or why action isn't possible)
People from different ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<p>There are not expected to be any negative impacts on different groups.</p> <p>The graduate population is typically aged 18-21, and so this is likely to have a positive impact on this group.</p> <p>The University of Nottingham has a large number of students from low income background</p> <p>The programme will promote opportunities to a wide range of students and employers, including those who represent protected groups.</p> <p>Reasonable adjustments will be made to ensure that people with particular needs are able to participate in assessment activity.</p>	<p>The programme will be promoted to the current student population at both Nottingham universities, and will disseminate information to the widening participation groups at both universities. The will be completed from April to June 2016 and will be achieved by directly approaching and working with the two universities' widening participation forums to ask them to promote the programme to students that are from disadvantaged backgrounds and from protected groups.</p> <p>They will also be invited to work with the provider where possible to promote the programme, utilising their knowledge and links. This will aim to ensure that people from different groups have awareness of the programme.</p> <p>The programme will be promoted to SMEs across Nottingham and Nottinghamshire. This will include engagement with Business in the Community as well as employer links that Nottingham City Council have, to ensure it reaches a diverse range of SMEs. This will be completed from April to June 2016 and will be achieved by directly engaging with Business in the Community to ask them to disseminate</p>
No	<input type="checkbox"/>	<input type="checkbox"/>		
Women	<input type="checkbox"/>	<input type="checkbox"/>		
Trans	<input type="checkbox"/>	<input type="checkbox"/>		
Disabled people or carers.		<input type="checkbox"/>		
Pregnancy/ Maternity	<input type="checkbox"/>	<input type="checkbox"/>		
People of different faiths/ beliefs and those with none.	<input type="checkbox"/>	<input type="checkbox"/>		
Lesbian, gay or bisexual people.	<input type="checkbox"/>	<input type="checkbox"/>		
Older	<input type="checkbox"/>	<input type="checkbox"/>		
Younger	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Other (e.g. marriage/ civil partnership, looked after children, cohesion/ good relations, vulnerable children/ adults).				
<b><i>Please underline the group(s) /issue more adversely affected or which benefits.</i></b>	<input type="checkbox"/>	<input type="checkbox"/>		

				<p>the programme to a wide range of SMEs. They will be asked to advise on how to reach SMEs who work with and who are from minority groups.</p> <p>The programme collects information on the demographics of participants, and this information will be reviewed as part of regular monitoring meetings with the provider. If this raises any issues then promotional activity will identify additional activities to reach out to protected groups.</p> <p>Reasonable adjustments will be made to ensure that people with particular needs are able to participate in the assessment process.</p> <p>An evaluation will be completed at the end of the programme (October 2016) to capture learning, and if any adverse impacts are noted then these will inform future approaches and the wider approach to graduate retention.</p> <p>The service level agreement will specify that each party must comply with statutory obligations under the Equality Act 2010. Accordingly, neither Party will treat one group of people less favourably than others because of their colour, race, nationality or ethnic origin or other protected characteristics, in relation to decisions to recruit, train or promote employees</p> <p>Each Party shall observe as far as possible the Commission for Racial Equality's Code of Practice on Racial Equality in Employment (2005), the Equal Opportunity Commission's Code of Practice – Sex Discrimination, the Disability Rights Commission's Code of Practice on Employment and Occupation 2004, and any other Codes of Practice issued by the Equality and Human Rights Commission,</p>
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	<p>which give practical guidance to employers and others on the elimination of discrimination in respect of protected characteristics and the promotion of equality of opportunity in employment, including but not limited to steps that can be taken to encourage members of the black and minority ethnic communities to apply for jobs or take up training opportunities.</p>
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**Outcome(s) of equality impact assessment:**

- No major change needed
- Adjust the policy/proposal
- Adverse impact but continue
- Stop and remove the policy/proposal

**Arrangements for future monitoring of equality impact of this proposal / policy / service:**

Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used; consider existing monitoring/reporting that equalities information could form part of.

Demographic information will be collected by the provider and reviewed at monthly monitoring meetings where the programme reaches key milestones (after the closing date of expressions of interest, following the selection of successful candidates to interview, and following successful recruitment in to jobs).

A final evaluation report including diversity information and impact will also be submitted to funding partners by the provider.

**Approved by (manager signature):** Steven Heales

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**Date sent to equality team for publishing:**

1/3/2016

Send document or link to:  
equalityanddiversityteam@nottinghamcity.gov.uk

**Before you send your EIA to the Equality and Community Relations Team for scrutiny, have you:**

1. Read the guidance and good practice EIA's

<http://www.nottinghamcity.gov.uk/article/25573/Equality-Impact-Assessment>

2. Clearly summarised your proposal/ policy/ service to be assessed.
3. Hyperlinked to the appropriate documents.
4. Written in clear user friendly language, free from all jargon (spelling out acronyms).
5. Included appropriate data.
6. Consulted the relevant groups or citizens or stated clearly when this is going to happen.
7. Clearly cross referenced your impacts with SMART actions.