

## APPENDIX 4

### EQUALITIES IMPACT ASSESSMENT

<b>POLICY/PROPOSAL:</b>	<b>Awarding of a new Managed Service Provider (MSP) contract for the supply of agency staff to Brent Council.</b>
<b>DEPARTMENT:</b>	<b>Finance and Resources</b>
<b>TEAM:</b>	<b>HR&amp;OD</b>
<b>LEAD OFFICER:</b>	<b>Andrew Baxter (Senior Recruitment and Resourcing Manager)</b>
<b>DATE:</b>	<b>16 June 2025</b>

#### SECTION A – INITIAL SCREENING

1. Please provide a description of the policy, proposal, change or initiative, and a summary its objectives and the intended results.

Temporary agency workers are a vital part of the Council's workforce, enabling it to quickly adapt staffing levels in response to fluctuating workloads or urgent project needs. Temporary agency workers are often used to fill vacant posts while permanent recruitment is underway, cases of restructuring to mitigate redundancy risks or when filling positions that are particularly hard to recruit.

The Council's temporary staffing needs are primarily met through the Managed Service Provider (MSP) Neutral Vendor contract with Comensura Ltd which expires 04 February 2026. The Council is procuring a new five-year contract [includes possible two-year extension] for these services through a competitive tender process using the YPO framework specifically - 'Managed Service for Temporary Recruitment for Local Authorities'.

The key requirements of the new contract are:

- Candidate Quality: Capacity and capability to source candidates in line with hiring manager requirements for a diverse range of assignments. Enhanced quality of candidates required across all job categories.
- Quality and Speed of Service: Increased provider visibility for hiring managers with timely responses and end-to-end support.
- Cost-effectiveness: Provide value for money with adaptable solutions for hiring managers.

- Effective and Quality Supply Chain: A leaner and more effective supply chain, which guarantees supply of quality candidates across all job categories.
- Vetting Checks and Ongoing Compliance of Workers: Pre-engagement vetting checks and ongoing compliance conducted in line with council requirements.

2. Who may be affected by this policy or proposal?

Agency staff:

The new MSP contract will support the recruitment, selection and management of agency workers engaged by the Council on a temporary basis,

Brent Managers:

Require high quality and cost-effective services, which includes the ongoing support provided to Brent Council hiring and line managers of agency workers.

Residents:

Agency workers engaged on a temporary basis will be responsible for performing job requirements, like Brent Council employees, which either directly or indirectly have an impact on the residents of Brent.

3. Is there relevance to equality and the council's public sector equality duty? Please explain why. If your answer is no, you must still provide an explanation.

The focus of this Equality Impact Assessment is to ensure the Managed Service Provider (MSP) will abide by the relevant policies and EDI strategies the Council has in place.

As the MSP is contracted to supply temporary agency workers for the council, the MSP in partnership with Council, must have due regard to equity, diversity and inclusion and the three aims of the Public Sector Equality Duty.

4. Please indicate with an "X" the potential impact of the policy or proposal on groups with each protected characteristic. Carefully consider if the proposal will impact on people in different ways as a result of their characteristics.

Characteristic	Impact Positive	Impact Neutral/None	Impact Negative
Age		X	

Sex		X	
Race		X	
Disability		X	
Sexual orientation		X	
Gender reassignment		X	
Religion or belief		X	
Pregnancy or maternity		X	
Marriage		X	

5. Please complete **each row** of the checklist with an “X”.

### **Screening Checklist**

	YES	NO
Have you established that the policy or proposal <i>is</i> relevant to the council’s public sector equality duty?	X	
Does the policy or proposal relate to an area with known inequalities?		x
Would the policy or proposal change or remove services used by vulnerable groups of people?		x
Has the potential for negative or positive equality impacts been identified with this policy or proposal?		x

**If you have answered YES to ANY of the above, then proceed to section B.**

**If you have answered NO to ALL the above, then proceed straight to section D.**

## **SECTION B – IMPACTS ANALYSIS**

1. Outline what information and evidence have you gathered and considered for this analysis. If there is little, then explain your judgements in detail and your plans to validate them with evidence. If you have monitoring information available, include it here.

Brent Council’s Recruitment and Selection Policy 2022 governs the use of temporary agency staff, consultants, and interim workers engaged by the Council. This policy, along with supplementary guidance, ensures that the use of temporary agency workers aligns with best practices and complies with legal requirements concerning Equality, Diversity, and Inclusion (EDI).

The tender specification incorporated information about the Council’s Equity, Diversity, and Inclusion (EDI) Strategy 2024-28. It also highlighted the role of the Council’s internal EDI Board, which sets the strategic agenda and monitors progress against workforce

commitments. Additionally, the specification referenced Brent's annual Workforce Equalities Report.

As part of the tender process, bidders were required to demonstrate how they promote equality, diversity, and inclusion within their workforce, recruitment practices, and supply chains. This includes evidence of inclusive recruitment targeting underrepresented groups, engagement with diverse-owned SMEs and Voluntary, Community, and Social Enterprises (VCSEs) within their supply chains, and the implementation of internal diversity and progression strategies.

The Provider will be responsible for capturing equality monitoring data of agency workers and providing anonymised reports to the Council monthly. These reports, tailored by directorate, help identify trends in the diversity of agency workers.

2. For each "protected characteristic" provide details of all the potential or known impacts identified, both positive and negative, and explain how you have reached these conclusions based on the information and evidence listed above. Where appropriate state "not applicable".

#### **AGE**

<b>Details of impacts identified</b>	Not applicable
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#### **DISABILITY**

<b>Details of impacts identified</b>	Not applicable
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#### **RACE**

<b>Details of impacts identified</b>	Not applicable
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#### **SEX**

<b>Details of impacts identified</b>	Not applicable
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#### **SEXUAL ORIENTATION**

<b>Details of impacts identified</b>	Not applicable
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#### **PREGNANCY AND MATERNITY**

<b>Details of impacts identified</b>	Not applicable
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### **RELIGION OR BELIEF**

<b>Details of impacts identified</b>	Not applicable
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### **GENDER REASSIGNMENT**

<b>Details of impacts identified</b>	Not applicable
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### **MARRIAGE & CIVIL PARTNERSHIP**

<b>Details of impacts identified</b>	Not applicable
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3. Could any of the impacts you have identified be unlawful under the Equality Act 2010?

No.

4. Were the participants in any engagement initiatives representative of the people who will be affected by your proposal and is further engagement required?

Not applicable

5. Please detail any areas identified as requiring further data or detailed analysis.

The Provider will be responsible for capturing equality monitoring data of agency workers and providing anonymised reports to the Council to help identify trends in the diversity of agency workers. The Council is currently reviewing its in-house recruitment data activity, and if any changes are required to the equality data collected by the Provider, or if there is a need for additional data or more detailed analysis, these will be communicated and requested through quarterly Contract Review Meetings between the Provider and the Council.

6. If, following your action plan, negative impacts will or may remain, please explain how these can be justified?

Not applicable

7. Outline how you will monitor the actual, ongoing impact of the policy or proposal?

The proposal submitted by the selected provider will form part of the call-off contract and, consequently, constitute contractual commitments by the provider. As such, bidders were required to provide information relating to:

- The mechanisms in place for the Council to escalate issues when service delivery is not meeting requirements.
- How the provider will gather, review, and utilise Council feedback to continuously improve core services.
- The provider's approach to ongoing and effective contract management, including proactive management of contract performance to ensure KPIs, service standards, and overall requirements are consistently met.

The Council specification clearly outlines the following requirements:

- Production of monthly directorate-specific dashboards, including diversity analysis of active workers covering ethnicity, gender, disability, and age range.
- Quarterly Contract Review Meetings between the Council and the provider, which will include review of equality and diversity data, encompassing active workers by age, ethnicity, gender, disability and residency within the Borough of Brent.
- Biannual Performance and Business Review Meetings to assess performance against all KPI targets, audit reports, compliance, supply chain performance, and social value targets.

## SECTION C - CONCLUSIONS

Based on the analysis above, please detail your overall conclusions. State if any mitigating actions are required to alleviate negative impacts, what these are and what the desired outcomes will be. If positive equality impacts have been identified, consider what actions you can take to enhance them. If you have decided to justify and continue with the policy despite negative equality impacts, provide your justification. If you are to stop the policy, explain why.

The overall conclusion is that based on analysis there are no negative equality impacts identified and therefore no mitigating actions required.

## SECTION D – RESULT

*Please select one of the following options. Mark with an "X".*

<b>A</b>	<b>CONTINUE WITH THE POLICY/PROPOSAL UNCHANGED</b>	<b>X</b>
<b>B</b>	<b>JUSTIFY AND CONTINUE THE POLICY/PROPOSAL</b>	
<b>C</b>	<b>CHANGE / ADJUST THE POLICY/PROPOSAL</b>	
<b>D</b>	<b>STOP OR ABANDON THE POLICY/PROPOSAL</b>	

## SECTION E - ACTION PLAN

This will help you monitor the steps you have identified to reduce the negative impacts (or increase the positive); monitor actual or ongoing impacts; plan reviews and any further engagement or analysis required.

<b>Action</b>	<b>Expected outcome</b>	<b>Officer</b>	<b>Completion Date</b>
During the implementation of the new contract, the Council will work with the Provider to assess if there are any likely negative or positive impacts identified. Where this is the case, this Equality Impact Assessment report will be revisited to document in Section E – Action Plan to help monitor the identified steps.	No negative equality impacts identified	Andrew Baxter	February 2026

## SECTION F – SIGN OFF

Please ensure this section is signed and dated.

<b>OFFICER:</b>	Andrew Baxter (Senior Recruitment and Resourcing Manager).
<b>REVIEWING OFFICER:</b> <i>* the manager with oversight of the project</i>	A Baxter Andrew Baxter (Senior Recruitment and Resourcing Manager). 16 June 2025
<b>HEAD OF SERVICE / Operational Director:</b>	Musrat Zaman (Director of HR&OD) 18 June 2025