



North West Leicestershire District Council

Training and Development
Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT

Name of the policy or service being assessed: Training and Development

Service Area: HR

Date Impact Assessment completed: 17/12/08

Is this a policy or service? **Policy** **Service** **Procedure**

Is this a new or existing policy or function? **New** **Existing**

Names and roles of the people carrying out the Impact Assessment:

1. *Mike Murphy*
2. *Amanda Shakespeare-Ensor*
3. *Emma Peachey.*

Head of Service: Mike Murphy

Signature



Date: 23 March 2009

PART 1: AIMS AND IMPLEMENTATION OF THE POLICY

Identifying the aims of the policy

What is the policy? What is the aim, objective, or purpose of the policy?

To ensure that all employees have the opportunity to access appropriate training and development in order to carry out the duties of their job.

Rationale behind the policy and its delivery

The process employees follow when requesting training and development needs to be transparent and link in with the corporate PADS review process.

Subject to budget constraints all employees should be given equal opportunity to request relevant training.

Who is affected by the policy? Who is intended to benefit from it and how?

Who are the main stakeholders in relation to this policy?

What outcomes would other stakeholders want from this policy?

Are there any groups, who might be expected to benefit from the intended outcomes but which do not?

All employees of the council.

Policy Priorities:

(How does the policy fit in with the council's wider aims? Include Corporate and Local Strategic Partnership Priorities)

How does the policy relate to other policies and practices within the council?

What factors/forces could contribute/detract from the outcomes?

Training and development policy

People management strategy

How the policy is implemented

Is the service/policy provided solely by one service or in conjunction with another service or through a Partnership?

If external partners are involved - what are the measures in place to ensure that they comply with the Council's Equal Opportunities policy?

See attached paperwork

Users and beneficiaries are:

(Indicate profile by target groups and assess relevance to policy aims and objectives e.g. Workforce to reflect the Community).

All employees

Action needed:

(Include short-term measures to be taken to provide a baseline where no or little information is available)

PART 2: ASSESSMENT OF IMPACT

	From the evidence available Identify how the groups are reflected in the take up of the service	From the evidence does the policy have an actual or potential negative impact	If there is an adverse impact, can it be justified on the grounds of promoting equality of opportunity
Race	Not known	No	N/A
Gender	N/A	Potentially could impact on male employees as Highfield Street and Linden Way are mainly male.	No
Disability	Not known	No	N/A
Age	Not known	No	N/A
Religion/Belief	Not known	No	N/A
Sexual Orientation	Not known	N/A	N/A
Other groups	None identified	No	No

PART 3: PROCESS OF POLICY OR SERVICE DELIVERY AND MONITORING

Operation Times

When is the service provided - are there seasonal issues; are there barriers to the service based on the time and delivery of the service which may affect the target groups?

All year subject to the identified needs of the individual through the PADS process.

Methods of communication to the public (external) and internally

What methods do you use to communicate this service? Include review and assessment of methods, media, translations, interpretation etc, bearing in mind the extent to which these media forms are accessible to all sections of the community

Externally:

N/A

Internally:

Via managers

Directly with the employee through HR where necessary

Future Monitoring and Consultation

How and when will the policy be monitored?

Identify areas for future consultation and any barriers to participation in consultation with proposals to overcome these.

Continued evaluation of the courses by communication with employees.

Evaluation through exit interviews when employees leave.

PART 4: MEASURES TO REDUCE DISPROPORTIONATE OR ADVERSE IMPACT – POSITIVE IMPACT

Specify measures that can be taken to remove or minimise the disproportionate impact or adverse effect identified at the end of Part 3. If none were identified in Part 3, identify how disproportionate impact or adverse effect could be avoided in the future. (Consider measures to reduce any adverse impact and better achieve the promotion of equality of opportunity).

RACE: N/A

GENDER: N/A

DISABILITY: N/A

AGE: N/A

RELIGION/BELIEF: N/A

SEXUAL ORIENTATION: N/A

PART 5 – ACTION PLAN

Recommendation	Key activity	Responsible Officer	Milestones	Progress	Date of completion
Consultation on training request processes with CLT					
Training request process rolled out to managers and staff					
Relevant adjustments to policies and procedures will be made as appropriate and necessary, to accommodate language, disability, sexual orientation and religious requirements		M Murphy A Shakespeare-Ensor E Peachey			
Produce annual training report		E Peachey	April 2009		30 June 2009