

MID SUSSEX DISTRICT COUNCIL

Equality Impact Assessment

Title of Policy/Service/Contract: Learning & Development / HR

Division: Finance, HR & ICT

Lead Officer: Tim Martland

Date Assessment Completed: 22nd January 2015

1. SCOPING

1.1 What are the aims of the policy, service/service change or contract?

The aim of the Council's Learning & Development strategy is to ensure that there is equality of opportunity for staff to undertake training and development and equality of access to all training initiatives for all staff. The ethos of training and development within the Council is one of continuous self-improvement.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The policy affects all of the Council's staff, and as more partnerships are created colleagues from other Local Authorities will be affected.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

We report on the employment profile of staff each quarter, in relation to their skills, qualifications and training.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

The Council has the 'two ticks' positive about disabled people award, recognising our commitment to the employment, retention, training and career development of disabled employees.

Training has been provided for the Council's customer contact team on the "Thumbs Up" initiative that the Council has signed up to provide for the customer service needs for people with learning difficulties, which is also applicable for other vulnerable groups. An on-line Equality and Diversity training module has been developed via MOLLY (Learning Pool), which is mandatory training for all staff and managers. There is a commitment to provide Members with equality and diversity information too as part of their induction and training at least once per election cycle.

As at June 2014, 40% of the workforce are professionally qualified in their related disciplines.

1.5 Are contractors or partnerships used to deliver the service? Y/N

If No go to section 2.

If yes, please refer to the guidance notes, particularly Appendix One of the MSDC Guidance “Integrating Equality and Diversity into Procurement”, and complete the next three questions.

The HR Service does not use contractors, therefore it is not applicable to complete this section.

However, please note that the Council, and in particular the Sussex Training Consortium, use several experienced trainers to carry out development workshops. These organisations are aware of how important equality is, but it is still the respective Local Authorities who will be agreeing attendee lists, and therefore we would be complying with the relevant aspects of our equality and diversity policies.

Identify the contractors/partnerships used to deliver the service.

What is their contribution to equality in service delivery and the promotion of equality?

How are equality issues addressed through contractual arrangements and service level agreements?

2. Assessment of Impact; Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	<p>On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.</p>
The needs of men and women. Including taking account of pregnancy and maternity.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p> <p>The Council's Family Friendly Policy entitles staff on maternity leave to up to 10 Keeping in Touch (KIT) days which can be used for the purpose of training, meetings or team days etc.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	<p>On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.</p>

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of disabled people.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Ensure all training is provided at venues which are accessible to all.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p> <p>MOLLY (Learning Pool) is committed to providing a site that is accessible to the widest possible audience, regardless of technology or ability, and offers Triple-A accessibility of the WWW Consortium's (W3C) Web Content Accessibility Guidelines 1.0.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.
The needs of people with a religion or belief.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.

Opportunity to promote equality and/or barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of gay men, lesbians, bisexuals and heterosexual people.				
The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.	Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.	Not applicable.	Tim Martland	On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.
Issues from marriage and civil partnership.				
None identified.	Not applicable.	Not applicable.	Tim Martland	Not applicable
The needs of different age groups, for example older and younger people.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of transgender communities.				
<p>The training budget is allocated corporately, with training needs identified through PDR's, so there should be no barriers or differential impact.</p> <p>If it is difficult for anyone to access training, all possible support will be arranged to ensure that training can go ahead.</p>	<p>Urge that all PDR's are completed, with training documentation sent to HR so that it can be recorded and acted upon.</p> <p>Promote the utilisation of MOLLY (Learning Pool) as an online training resource, including the provision of a training module on equality and diversity.</p>	<p>Continue to promote utilisation of the new online PDR system, which by April 2015 will have superseded the paper form.</p> <p>Continue to promote and develop MOLLY (Learning Pool), the Council's e-learning facility.</p>	Tim Martland	On an annual basis, collate the maximum amount of training information by ensuring there is a 100% return.
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area.				
Not applicable.	Not applicable.	Not applicable.	Tim Martland	Not applicable.
The needs of people who live in a rural area.				
Not applicable.	Not applicable.	Not applicable.	Tim Martland	Not applicable.


3. Mid Sussex District Council Equality Impact Assessment Summary

Key Findings	Future Actions
<ul style="list-style-type: none"> • Individual training needs are identified for all staff through the Performance and Development Review (PDR) Scheme. The training budget is allocated accordingly to this need. • A variety of means are used to deliver training, including the use of on-line training modules which are available to all staff. All staff are required to complete the Equality and Diversity on-line training module. • We need to ensure that all PDR's are completed via the online system, with a 100% return. • We need to ensure that any training modules made available via MOLLY (Learning Pool) are consistently updated in line with legislation as appropriate. 	<ul style="list-style-type: none"> • Ensure identified training needs are acted upon and that a range of accessible training options are available. • Continue to promote and develop MOLLY (Learning Pool) as an online training resource.

4. Signing off this assessment and action plan

Signature ... **T.Martland**
 Person undertaking the assessment

Date ...22nd January 2015.....

Signature ... 
 Head of Service

Date ...22nd January 2015.....

Please send your completed impact assessment to Neal Barton for publication on the website.