



Equality Impact Assessment questionnaire

(covering race, gender, disability, sexual orientation, religion or belief and age)

This Equality Impact Assessment (EqIA) seeks to assess the impacts of your service, function, policy or strategy on people who are legally protected from discrimination (this is people belonging to one or more of these groups: race, religion, disability, sexual orientation, religion or belief and age).

Conducting this EqIA will ensure that any positive or negative impacts on people legally protected from discrimination are highlighted and the necessary action is taken to ensure equality in our services.

This impact assessment must be reviewed at least every year.

Build the next review of this service/policy into your departments' Management Plan.

Service or Policy Area:	Corporate Training Programme 2009-10
Service Unit:	Human Resources
Officer Completing Assessment:	Tina Beckett, Mike Smith & Fozia Yamin
Telephone:	██████
Date:	14 th July 2009

General

Q.1 Please provide a **brief description** of this service/policy including its aims and objectives

The Corporate Training Programme 2009-10 sets out what Malvern Hills District Council (MHDC) intends to deliver in terms of learning and development initiatives to support the Council's objectives.

Q. 2 Please list the **main stakeholders/beneficiaries/ recipients** of this service/policy

MHDC employees and councillors.

Q. 3 If this service/policy is provided by **partners/contractors** on behalf of the Council, please give the names of these organisations

Training is sometimes provided by contractors, who are selected on a case-by-case basis.

Consultation

Q. 4 Please list any **consultation activity with customers** carried out over the last year: e.g. satisfaction surveys, focus groups or citizens panel exercises etc.

- Direct consultation was carried out with the Senior Management Team (SMT) and a range of other managers & councillors in relation to specific initiatives.
- Employee Learning Contracts also informed the development of the training programme, which monitored equal access to learning & development opportunities.
- All staff also receive an exit questionnaire on access to learning & development opportunities.
- Annual Employee Survey has direct questions regarding learning and development and equality and diversity.

Q. 5	Please list any plans you have made to consult with groups protected from legal discrimination in your service/policy
No consultation is planned exclusively with groups legally protected from discrimination. However, as mentioned in Q4 all employees are consulted on the Corporate Training Programme (some of who are from minority communities), and their needs are assessed and catered for.	
Q. 6	Please list groups protected from legal discrimination you have consulted with
Only staff are consulted with, but this does include groups legally protected from discrimination.	
Q. 7	Please state how you consult with staff/colleagues about your service/policy
In addition to response in Q4. feedback from course coordination forms also helps to inform the programme.	
Q. 8	Please list any changes to your service/policy that you have made, or you plan to make as a result of consultation with groups protected from legal discrimination
<ul style="list-style-type: none"> - As no targeted consultation carried out with group's protected from legal discrimination no changes have been made. - However, changes have been made to specific elements of the Corporate Training Programme following internal consultation e.g. the Council's equality and diversity training. 	

Discrimination

Q. 9	Please list any evidence you have of this service/policy having an adverse impact on any groups (internal or external) protected from legal discrimination
No complaints/grievances/information received to indicate that the Corporate Training Programme has/will have an adverse impact.	

Q. 10	<p>If the function or policy is discriminatory, is Positive Action* justifiable to overcome the discrimination?</p> <p><i>*Positive Action refers to a range of measures taken to help people from under-represented groups access services on equal terms with other customers</i></p>
<p>- No evidence of discrimination, so no positive action is required.</p>	
Q. 11	<p>Could the function or policy have an adverse impact on relations between groups protected from legal discrimination? If so, please describe</p>
<p>No.</p>	

Service Delivery

Q. 12	<p>Please list ways to improve printed/electronic/physical access to your service/policy by groups protected from legal discrimination.</p>
<ul style="list-style-type: none"> - All training rooms are now physically accessible to wheelchair users including toilet facilities. - All training is advertised /communicated electronically and those who are unable to access a PC are provided with hard copies. - ACTION Update HR SharePoint site to allow ease of access to corporate training programme and booking including making it available in a larger font if required. 	
Q. 13	<p>Please list ways to improve understanding of your service/policy by groups protected from legal discrimination.</p>
<p>- ACTION Review information; accessibility and support offered on SharePoint and other publicity used.</p>	

Monitoring

Q. 14 Please describe how you monitor of take up of your service/policy

Records are kept of attendance to training courses, but this data is not monitored across minority communities legally protected from discrimination.

- ACTION: To explore monitoring across gender and disability.

Q. 15 How are the results of any monitoring analysed, reported and publicised?

- Quarterly reports of training attendance are presented to the Councils' Senior Management Team (SMT).

- Performance Review & Development progress reports.

- Heads of Service (HoS) receive quarterly reports on training delivered within their department.

- An annual analysis of the satisfaction levels from training received is conducted.

- ACTION use employee survey findings to develop a suitable action plan which will be publicised and monitored.

Q. 16 Does an analysis of your customer base against baseline population figures for the District show that you are reaching all groups in your area? If not, which groups are adversely affected?

No, because this is an internal document, not provided to the public.

Q. 17 Please list any performance targets relating to equality in your function

- Ensure that all employees and councillors attend the Equality & Diversity training programme.

- All new starters attend the Council's induction programme.

Q. 18 Please list any plans you have to introduce new targets on equality in your service/policy

No plans in place.

Miscellaneous

Q. 19 If your function is provided by **partners/contractors**, please list any arrangements you have made or plan to make to make sure that these organisations ensure Equality and value Diversity.

Contracts with private contractors include agreement to Equality & Diversity statements.
- ACTION Review the appropriateness of such statements

Q. 20 Have you received any **complaints** about your service/policy in respect of equality issues? If so, please give a brief description

No complaints received.

Q. 21 Please list any **staff training issues on equality** arising from this assessment

None identified.

Q. 22 Does your service/policy result in any **financial support** being given to people protected from legal discrimination within the **voluntary and community sector**. If yes, please list organisations and amounts.

No.

Q. 23 How do you plan to **publish this assessment**?

Publish on the internet and intranet.

ACTION PLAN

Please detail any action that you plan to take as a result of this impact assessment

Objective	Action/s	Lead Officer	Completed by
Monitoring take-up of service/policy	To explore monitoring across gender, ethnic origin and disability.	Tina Beckett	31/3/2010
Publish EqIA on website and elsewhere	Publish on the internet and intranet.	Tina Beckett	30/9/2009
Increased accessibility to and understanding of Corporate Training Programme	Update SharePoint to be more comprehensive; user friendly	Tina Beckett	30/09/2009
Use customer feedback to develop Corporate Training Programme	Develop and complete an action plan from employee survey findings	Mike Smith / Tina Beckett	31/10/2010
Review contractors E&D statement	Review wording of existing statement required for all external service providers.	Tina Beckett	30/11/2009
Review physical access requirements for all training establishments used	Same as objective	Tina Beckett / Phil Bowles	31/12/2009
Delivery against the countywide E&D training plan	Participate in the development and delivery of suitable e learning packages and face to face training	Tina Beckett / Fozia Yamin	31/03/2010