

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Corporate Learning and Development Policy & Processes
Service/service area responsible	Corporate Services
Name of person carrying out the assessment and contact details	Andrew Groundwater, Head of HR & Performance Ext 2253 Email andrew.groundwater@orkney.gov.uk
Date of assessment	23.05.2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	New Policy & Competency Framework Revised Performance & Development Scheme

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	<p>To provide staff with access to learning and development activities to ensure that all employees have the skills and abilities to deliver required services and are sufficiently equipped to be able to meet the changing demands of working in the public sector.</p> <p>The key principles underlying the Policy are:</p> <ul style="list-style-type: none"> • Valuing the team and individuals • Equality of opportunity • Commitment to the learning and development of all • Being a learning organisation <p>Ensuring that staff have the skills and abilities to deliver required services</p>
State who is, or may be affected by this function/policy/plan, and	All existing and potential employees (by being offered training opportunities)

how	Partners of the Council, Elected members and Members of the public (by receiving an appropriate level of service from suitable equipped and trained staff)
How have stakeholders been involved in the development of this function/policy/plan?	<p>A number of officers within Corporate Services have been involved in the preparation of this document. It has also be considered by Corporate Management Team.</p> <p>Agreement does not have to be obtained from the Trade Unions, however they have been made aware of the document on a consultative basis and revisions made to incorporate comments from them.</p>
<p>Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise.</p> <p>e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)</p>	The policy has been informed by research into procedures in other local authorities and HR best practice from the Chartered Institute of Personnel and Professional Development and is legislatively compliant.
Could the function/policy have a differential impact on any of the following equality strands?	<p>(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)</p> <p>The policy provides the opportunity for all employees, no matter which equality strand they belong to, to develop their skills, knowledge and abilities.</p>
1. Race: this includes ethnic or national groups, colour and nationality	No impact foreseen
2. Sex: a man or a woman	No impact foreseen
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No impact foreseen
4. Gender Reassignment: the process of transitioning from one gender to another	No impact foreseen
5. Pregnancy and maternity	No impact foreseen
6. Age: people of different ages	No impact foreseen
7. Religion or beliefs or none (atheists)	No impact foreseen
8. Caring responsibilities	No impact foreseen

9. Marriage and Civil Partnership	No impact foreseen
10. Disability: people with disabilities (whether registered or not)	No impact foreseen

3. IMPACT ASSESSMENT	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	N/A
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. CONCLUSIONS AND PLANNED ACTION	
Is further work required?	No
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans)	All procedures are monitored on an ongoing basis by Personnel Services.

Signature

Date

Name

(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.