

Equality Impact Assessment (EIA)

Before completing this form, please refer to the supporting guidance documents which can be found on the equality page of the intranet. The page also provides the name of your Corporate Equality Group member should you need any additional advice.

Equality Impact Assessments (EIAs) are a planning tool that enable us to build equality into mainstream processes by helping us to:

- consider the equality implications of our policies (this includes criteria, practices, functions or services - essentially everything we do) on different groups of employees, service users, residents, contractors and visitors
- identify the actions we need to take to improve outcomes for people who experience discrimination and disadvantage
- fulfil our commitment to public service.

The level of detail included in each EIA should be proportionate to the scale and significance of its potential impact on the people with protected characteristics.

This assessment may be published on the Authority’s website as part of a Council or Cabinet Report. It can also be requested under the Freedom of Information Act 2000 and can be used as evidence in complaint or legal proceedings.

Proposal details

1. Name of the policy or process being assessed	Members Development Programme	
2. Version of this EIA (e.g. a new EIA = 1)	V1	
3. Date EIA created	09/02/22	
	Name:	Service or organisation:
4. Principal author of this EIA	OD Lead (Generic)	HR
5. Others involved in writing this EIA <i>EIAs should not be completed by a sole author. Think about key stakeholders and others who can support the process and bring different ideas and perspectives to the discussion.</i>	<ul style="list-style-type: none"> • OD/WFD Manager • Democratic Services Officer • Information Governance Manager • Policy & Performance Manager • Policy Officer (Equality) 	HR Law & Governance Law & Governance Corporate Strategy Corporate Strategy

6. What is the purpose of your proposal, who should it benefit and what outcomes should be achieved?

To assess whether the proposed members development programme for 2022/23 impacts upon any equality areas. The members development programme outlines a range of induction, mandatory and regulatory training that a member must complete.

This applies to newly elected and existing members.

Induction training must be undertaken by all newly elected members and a 12-week programme/timetable is provided to these members, with a range of workshops they are required to attend (with some alternative sessions/times and recordings for those unable to attend).

Mandatory training is to be completed on an annual or per elected term basis, subject to the topic matter. These are provided in the form of e-learning, workshop, webinar and/or quiz. Mandatory training covers Equality and Diversity, Information Governance, ICT Security, Code of Conduct, Corporate Parenting and Safeguarding and Sexual Exploitation. There is also a range of ad-hoc topics that are provided to members, where and when necessary.

Regulatory training must be completed by core committee members and substitute members, prior to any attendance on a regulatory committee. This has provided in the form of e-learning, workshop (face to face or webinar) and/or quiz. Regulatory training covers the following committees, audit, regulation and review, licensing and planning.

It is expected that newly elected members complete all their required induction training and that existing members keep up to date with mandatory training and regulatory training requirements. Members are able to access their learning requirements via learning pool and are supported by the OD Lead in its completion, prior to expiry. Learning pool provides notifications to members regarding their required learning. The OD Lead ensures that the learning materials offered are revised and updated, where necessary.

The outcome is therefore that members skills and knowledge are as up to date as possible, keeping abreast of any changes. This, in turn, ensures that members treat fellow members, authority colleagues and residents with dignity and respect, fairly, in a non-discriminatory manner and without prejudice. It also ensures they able to take on board these factors and others from the learning materials when making decisions, as a committee or cabinet member, that are important to the future of our residents, businesses and visitors.

7. Does this proposal contribute to the achievement of the Authority's public sector equality duty? Will your proposal:

Write your answers in the table

Aim	Answer: Yes, No, or N/A	If yes, how?
Eliminate unlawful discrimination, victimisation and harassment	Yes	<p>The induction, regulatory and mandatory training proposals ensure:</p> <ul style="list-style-type: none"> • Newly elected members are fully and sufficiently inducted and provided with the tools/knowledge they need in order to ensure they do not discriminate, harass, victimise, or treat anyone less favourably. • Members are fully trained prior to any attendance of regulatory committees; • Members undertake mandatory training on an annual and elected term basis. Apart of this mandatory training includes annual Equality and Diversity training. Members also receive additional ad-hoc training that increases their awareness and upskills their knowledge development in areas such as, Anti-Semitism and Race. There are other resources available on learning pool to which members have access too, to ensure they have an awareness of equality matters, including that of menopause, autism, transgender, LGBT etc.
Advance equality of opportunity between people who share a protected characteristic and those who do not		<ul style="list-style-type: none"> • A range of learning options are provided to members i.e., e-learning, workshop, competency quiz questionnaire. Therefore, catering for a range of needs of different groups i.e., learning difficulties, hearing conditions, accessibility. Due to the range of options offered, it supports members in being able to access a method that suits them, and at a time and pace that suits them. This in turn encourages increased compliance with the training. The only training where a range of options are not offered is that of audit training for the regulatory audit committee, where only training workshop are offered during year 1. However, a

		<p>competency quiz is available for years 2 to 4. Reasonable adjustment would be made if any members were unable, for any equality and diversity related matter.</p> <ul style="list-style-type: none"> The programme offers the support of the OD Lead, ensuring that there is a point of contact for any member that feels there is any barriers to their learning and reaching solution or reasonable adjustment in overcoming these.
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Evidence Gathering and Engagement

8. What evidence has been used for this assessment?

This assessment draws on informal feedback gathered from elected members to ensure that due regard is given to the known accessibility needs of elected members to ensure that the training provided is fair, indiscriminatory, and that promotes/enhances equality of opportunity to all members.

Commented [AF(S1): Please add

9.a Have you carried out any engagement in relation to this proposal?

	√
Yes - please complete 9b	Yes
No	

9.b Engagement activity undertaken	With	When
Cross - service colleagues involved in undertaking this assessment		February 2022

9. Is there any information you don't have?

	√	Please explain why this information is not currently available
Yes - please list in section A of the action plan at Q13	Yes	Data to create an equality profile of elected members is not currently collected
No		

Analysis by protected characteristic

	A	B	C
11. Protected characteristic	Does this proposal and how it will be implemented have the <u>potential</u> to impact on people with this characteristic? (Answer – Yes or No)	If ‘Yes’ would the <u>potential</u> impact be positive or negative? (Answer – positive or negative)	Please describe the <u>potential</u> impact and the evidence (including that given in Q8 and 9) you have used
All Characteristics	Yes	Positive	Training will increase awareness of members so that they have a greater understanding of protected characteristics when working with residents, peers, partners and officers.
Sex – male or female	Yes	Negative	Evidence shows that childcare and caring responsibilities falls predominantly to women so in planning the programme the OD Lead would ensure that this is factored into the times and dates available for training so as not to disadvantage any member with these responsibilities.
Pregnancy and maternity – largely relates to employment, but also to some aspects of service delivery e.g. for breastfeeding women	Yes	Negative	The programme is available to all members and reasonable adjustments can be made if someone was unable to attend or needed assistance due to pregnancy or maternity. Catch up sessions are available. Also, childcare costs are offered if someone needs to attend a mandatory training session and the Authority has a Maternity and Paternity Policy to support members.

Age – people of different ages, including young and old	Yes	Negative	<p>A small number of members find using the learning pool online learning system difficult due to their level of IT skills – this is more likely to apply to older members. The OD team seeks to address this by providing support, one to one's and video tuition. However, some members continue to prefer face-to-face workshops or teams over e-learning.</p> <p>Therefore, although this proposal offers e-learning only in some areas for mandatory training, all members are invited to the in-person mandatory training workshop arranged for newly elected members. In addition, some sessions have been recorded via Teams, and may provide an alternative offer.</p>
Disability – including those with visual, audio (BSL speakers and hard of hearing), mobility, physical, mental health issues, learning, multiple and unseen disabilities	Yes	Negative and Positive	<p>When offering training, members are asked to inform the OD Lead of any reasonable adjustments they may require. In future when members are newly elected the Authority will contact them to offer support and raise awareness through an adapted Workplace Support Profile, so that members can use it to highlight any support needs or adjustments they wish the Authority to be aware of and to support them with.</p>
Gender reassignment - includes trans, non-binary and those people who do not identify with or reject gender labels	Yes	Negative	<p>There is the potential to mis-gender people. Assumptions will not be made about participants preferred pronouns in training.</p>
Race – includes a person's nationality, colour, language, culture and geographic origin	No		
Religion or belief – includes those with no religion or belief	Yes	Negative	<p>Should any member identify that their religion or belief impacts upon their attending/undertaking training. i.e., due to religious holidays etc, then the current proposal provides a range of training dates and alternative training methods that would be</p>

			suitable to accommodate this. Dietary requirements will also be checked when delivering face to face training.
Sexual orientation – includes gay, lesbian, bisexual and straight people	Yes	Negative	Assumptions will not be made about the gender of a member's partner.
Marriage and civil partnership status - not single, co-habiting, widowed or divorced– only relates to eliminating unlawful discrimination in employment	No		
Intersectionality - will have an impact due to a combination of two or more of these characteristics	No		

If you have answered '**Yes**' anywhere in column A please complete the rest of the form, ensuring that all identified negative impacts are addressed in either Q12 'negative impacts that cannot be removed' or Q13 'Action Plan' below

If you have answered '**No**' in all rows in column A please provide the rationale and evidence in the 'all characteristics' box in column C and go to Q14 'Outcome of EIA'.

12.a Can any of the negative impacts identified in Q11 not be removed or reduced?

Yes - please list them in the table below and explain why	
No	x

12.b Potential negative impact	What alternative options, if any, were considered?	Explanation of why the impact cannot be removed or reduced or the alternative option pursued.

Action Planning (you do not need to complete the grey cells within the plan)

13.Action Plan	Impact: (Answer remove or reduce)	Responsible officer (Name and service)	Target completion date
Section A: Actions to gather evidence or information to improve NTC's understanding of the potential impacts on people with protected characteristics and how best to respond to them (please explain below)			
As part of phase two of the embedding equality programme, the LGA equality framework (reporting equality information for members section) will be considered in determining how member profile data can be collected, acted upon and reported.		Head of People and OD	September 2022
Section B: Actions already in place to remove or reduce potential negative impacts (please explain below)			
The current proposal already provides a range of training dates and alternative training methods that would be suitable to accommodate any requests for adjustments.	Remove and/or reduce	OD Lead Generic	
Section C: Actions that will be taken to remove or reduce potential negative impacts (please explain below)			

Age: OD Lead is exploring whether recorded sessions with quiz questions could be used as an alternative to e-learning where in person workshops are not available prior, or at, the expiry of the members mandatory training.	Remove and/or reduce	-OD Lead (Generic)	1 st March 2022
Section D: Actions that will be taken to make the most of any potential positive impact (please explain below)			
Section E: Actions that will be taken to monitor the equality impact of this proposal once it is implemented (please explain below)			
Monitoring will take place throughout the programme to ensure any equality impacts are addressed.		OD Lead generic	Ongoing
Section F: Review of EIA to be completed		OD Lead generic	September 2022

14. Outcome of EIA

Based on the conclusions from this assessment:

Outcome of EIA	Tick relevant box	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required.	X	Where there are potential negative impacts there are adjustments that can be made to enable all members to participate in the members development programme.
Continue but with amendments		
Not to be pursued		

Now send this document to the [Corporate Equality Group member for your service](#) for clearance.

Quality assurance and approval

Questions 15-18 are only for completion by the Corporate Equality Group Member for your service

15. Do you agree or disagree with this assessment?	Agree	<input checked="" type="checkbox"/>	Disagree	<input type="checkbox"/>
16. If disagree, please explain:				
17. Name of Corporate Equality Group Member:	Carol Murphy			
18. Date:	18 February 2022			

Conclusion:

- If the assessment is agreed, please send the document to the Head of Service for sign off.
- If you disagree return to author for reconsideration.

Questions 19-22 are only for completion by the Head of Service

Commented [AF(S2)]: Please complete

19. Do you agree or disagree with this assessment?	Agree	<input checked="" type="checkbox"/>	Disagree	<input type="checkbox"/>
20. If disagree, please explain:				
21. Director of Service:	Director of Resources			
22. Date:	28/02/2022			

Please return the document to the Author and Corporate Equality Group Member.

