

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Policy Statement and Guidelines on Support for the Training & Development of Employees
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>This policy aims to emphasise the Council’s approach to systematic assessment, training and development and particularly to :</p> <ul style="list-style-type: none"> • Assist Heads of Department and all line managers to meet their responsibilities for the training and development of employees. • Emphasise the role of the Performance and Personal Development Planning Process in ensuring that the training and development needs of each employee are assessed s soon as possible after appointment and reviewed thereafter at regular intervals. • Ensure that the training needs of the Council are met in the most effective way in terms of quality and cost. • Ensure that comprehensive records of training and development are kept across the Council and in a uniform manner. <p>The documentation also sets out responsibilities of management, budget guidance, the training process including the Performance Development Process, different types of training and there is clear guidance on financial assistance and expenses available to employees seeking to gain recognised qualifications.</p> <p>Also the documentation refers to national initiatives such as the Management Charter Initiative and Investors in People as well as the NJC Conditions of Service and mileage rates and Training & Development Liaison Group. Additionally, templates for Financial agreements are appended.</p>

3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
All characteristics including: Age, Disability, Gender, Race, Religion/Belief, Pregnancy and Maternity, Sexual orientation and Gender Reassignment		X		<p>Overall this document is seen as very positive in that it sets out a clear and fair mechanism and process for identifying training needs both individually and at department level and sets out financial assistance available to employees seeking to gain recognised qualifications. They clarify expectations for provision of training needs and the types of training available. They also encourage recognition of employees receiving recognised qualifications.</p> <p>The documentation used is accessible and in clear and plain English.</p> <p>Nevertheless It is deemed that this Policy is not relevant to the General Equality Duty, namely the advancement of equality, elimination of discrimination and promoting good relations.</p> <p>Where the policy is particularly relevant to a protected characteristic this has been noted below.</p>	
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring			X	The policy doesn't specifically address reasonable adjustments for employees with disabilities in order for them to participate in training & development activities.	
Pregnancy and Maternity (refers to the period			X	The policy doesn't specifically address how this policy will apply to or be accessible to employees on maternity leave.	

	after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),				
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3.5	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	Disability	The policy needs to address making reasonable adjustments for employees with disabilities in order for them to participate in training & development activities.	Yes
	Pregnancy and Maternity	Extend policy statement (second paragraph) to include Pregnancy and Maternity	Yes
	Employees	Council's commitment to equalities is communicated to all. Access to on-line training and e-learning needs to be considered for employees without access to the SBC network.	Yes
	Promotion	Communications Plan formulated and delivered. Managers to be briefed on the policy to ensure it is applied equitably.	Yes
	General	<ul style="list-style-type: none"> • Continue to gather, monitor and analyse equality data of employee take up of take up of training & development • References within the document require to be updated to include e-learning, SJC conditions of service and mileage allowance stated and the Training & Development Liaison Group. • Review scope of the policy. 	Yes

		Amend policy to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix • list of associated policies • who this guideline applies to • overall aims of the Guidelines • access to on line and e-learning for employees without access to the SBC network. 	Yes
		The outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clare Hepburn	Directorate:	Chief Executive
Post:	Chief Human Resource Officer	Date:	13/03/17

EIA Completed By			
	Iain Davidson		Chief Executive - Human Resources
	Employee Relations Manager		17 th February 2017
Name	Simone Doyle	Service Area.	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	17 th February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	17 th February 2017