

Appendix 2

Equality Impact Assessment Form		 <small>WEST LANCASHIRE</small> <small>BOROUGH COUNCIL</small>
Directorate: Legal and Democracy Service: Member Services Completed by: Jacky Denning Date: 14 September 2016 Subject Title: E Learning		
1. DESCRIPTION		
Is a policy or strategy being produced or revised:	No	
Is a service being designed, redesigned or cutback:	No	
Is a commissioning plan or contract specification being developed:	No	
Is a budget being set or funding allocated:	No	
Is a programme or project being planned:	No	
Are recommendations being presented to senior managers and/or Councillors:	No	
Does the activity contribute to meeting our duties under the Equality Act 2010 and Public Sector Equality Duty (Eliminating unlawful discrimination/harassment, advancing equality of opportunity, fostering good relations):	Yes	
Details of the matter under consideration:	Roll out of e-Learning to Members.	
<i>If you answered Yes to any of the above go straight to Section 3 If you answered No to all the above please complete Section 2</i>		
2. RELEVANCE		
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes	
If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders): <i>If you answered Yes go to Section 3</i>	E-Learning is an additional training method which aims to enhance the skills and knowledge of Councillors.	
If you answered No to both Sections 1and 2 provide details of why there is no impact on these three groups: <i>You do not need to complete the rest of this form.</i>		
3. EVIDENCE COLLECTION		
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Councillors and employees.	
If the work being carried out relates to a universal service, who needs or uses it most? (Is there any particular group affected more than others)?	E-learning will be available to all Councillors and employees.	
Which of the protected characteristics are most relevant to the work being carried out?	All groups may be affected.	

<p>Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity</p>	
4. DATA ANALYSIS	
In relation to the work being carried out, and the service/function in question, who is actually or currently using the service and why?	There are currently e-learning programmes for Health and Safety training, which will be incorporated into the new system.
What will the impact of the work being carried out be on usage/the stakeholders?	The provision of training to all Councillors and employees. This will be particularly useful for Members who may not be able to attend organised sessions due to prior engagements.
What are people's views about the services? Are some customers more satisfied than others, and if so what are the reasons? Can these be affected by the proposals?	E-learning programmes for Health and Safety training have been well received by employees.
What sources of data including consultation results have you used to analyse the impact of the work being carried out on users/stakeholders with protected characteristics?	Consultation has been undertaken by Human Resources.
If any further data/consultation is needed and is to be gathered, please specify:	Consultation undertaken by Human Resources.
5. IMPACT OF DECISIONS	
In what way will the changes impact on people with particular protected characteristics (either positively or negatively or in terms of disproportionate impact)?	There are not perceived to be any negative impacts associated with this project.
6. CONSIDERING THE IMPACT	
If there is a negative impact what action can be taken to mitigate it? (If it is not possible or desirable to take actions to reduce the impact, explain why this is the case (e.g. legislative or financial drivers etc.).	It is not anticipated that there would be any negative effects. Technology should improve access, if there were any issues solutions would be put in place on an individual basis.
What actions do you plan to take to address any other issues above?	No actions
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	This assessment will be reviewed approximately April 2017 when the HR Advisor reports on those who have engaged in training.