

Equality Impact Assessment Form



Directorate:	Service: Finance and HR Services
Completed by: Gill Farrimond	Date: 23/6/17
Subject Title: Apprenticeship Policy Statement and Update on Human Resources Strategy and Work Force Plan	
1. DESCRIPTION	
Is a policy or strategy being produced or revised:	Yes <i>*delete as appropriate</i>
Is a service being designed, redesigned or cutback:	Yes
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:	Yes
Are recommendations being presented to senior managers and/or Councillors:	Yes
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:	Implementation of an Apprenticeship Policy Statement to support the Government's new approach to apprenticeships .This assessment form also covers the update on the Human Resources Strategy and Work Force Plan.
<p><i>If you answered Yes to any of the above go straight to Section 3</i> <i>If you answered No to all the above please complete Section 2</i></p>	
2. RELEVANCE	
Does the work being carried out impact on service users, staff or Councillors (stakeholders):	Yes <i>*delete as appropriate</i>
<p>If Yes, provide details of how this impacts on service users, staff or Councillors (stakeholders):</p> <p><i>If you answered Yes go to Section 3</i></p>	
<p>If you answered No to both Sections 1 and 2 provide details of why there is no impact on these three groups:</p> <p><i>You do not need to complete the rest of this form.</i></p>	

3. EVIDENCE COLLECTION	
Who does the work being carried out impact on, i.e. who is/are the stakeholder(s)?	Those members of the community who may be interested in applying for an apprenticeship with an approved apprenticeship standard and existing employees who want to obtain accredited qualifications that can be delivered as an apprenticeship standard.
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)?	It is evident that the Council has a low proportion of employees in the age bracket below 30 years.
Which of the protected characteristics are most relevant to the work being carried out? Age Gender Disability Race and Culture Sexual Orientation Religion or Belief Gender Reassignment Marriage and Civil Partnership Pregnancy and Maternity	<i>*delete as appropriate</i> Yes in particular but also Yes Yes Yes Yes Yes Yes Yes Yes
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?	The Council has had a limited number of people employed as apprentices in the past. (approx. 2 at any one time). The introduction of apprenticeship standards is a new Government approach so no one is currently employed within the Council as an apprentice under the new standards. There is a target to employ an average of at least 2.3% of staff as new apprentice starts over the period of 1 April 2017 to 31 March 2021. This can include existing staff and equates to approximately 12 new starters on apprenticeship training programs per year for the Council. (including existing staff receiving training on accredited programs)
What will the impact of the work being carried out be on usage/the stakeholders?	To encourage the consideration of apprenticeship posts within the Council and applications from people who have the knowledge and abilities to do the job. This will hopefully help to improve the in balance of young people appointed to jobs. However, the creation of new

	<p>apprenticeship posts is subject to budget considerations.</p> <p>The Apprenticeship statement will ensure the Council address equality principles in the selection of existing and new employees for apprenticeship standards. It should be noted that apprenticeship standards are only relevant for delivery in a number of occupational areas.</p>
<p>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?</p>	<p>The provisions of increased apprentice opportunities within the Council, is a Government led initiative, for which they undertook appropriate equality Impact Assessments on a national basis, including national consultation.</p> <p>We have consulted locally with our trade unions in addition to this national consultation activity, in respect of our specific policy statement.</p> <p>There is national and local support for improving opportunities to create apprenticeship opportunities within the public sector.</p>
<p>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?</p>	<p>Equality statistics for recruitment show that although young people do apply for Council posts the success of younger candidates in being appointed is not proportionate to the older and possibly more experienced age groups. The equality profile of the council workforce is that there are no employees in the 16-19 age bracket as of April 2017 and only 4.61% of employees in the 20-29 age bracket. Of the 44 posts appointed to in the 2016/2017 financial period:-</p> <ul style="list-style-type: none"> • 24.2% of applicants were in the age range 16 to 30 years • The 16 to 30 age group shortlisted are proportionate to the number of applications in this age range at 23.5% • 20.5% appointed were aged 16 to 30.
<p>If any further data/consultation is needed and is to be gathered, please specify:</p>	<p>Not applicable</p>

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)?	<p>Everyone, no matter whether or not they possess a particular protected characteristic will be given the opportunity of being considered for an apprenticeship.</p> <p>However, it is envisaged that if the Council is able to provide apprenticeships (This is subject to budget constraints) this should enable the Council to attract more young people to apply for such posts given the fact that experience is not usually a requirement on the person specifications. It should be noted that more mature workers are still eligible to apply for such posts and appointments will be made on the competencies specified for the apprenticeship.</p>
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.).	<p>This is considered to be a positive initiative with no negative impact, unless the Council is not able to create apprenticeship posts due to budget issues.</p> <p>Apprenticeships for existing staff can only be offered to employees who work in areas of work where apprenticeship standards have been established, however the council will encourage the establishment of generic management and supervisory training.</p>
What actions do you plan to take to address any other issues above?	<p>Encourage Management to consider creating apprenticeships for new starters as existing posts become vacant.</p> <p>Encouragement of the use of management and supervisory apprenticeships for existing staff.</p>
7. MONITORING AND REVIEWING	
When will this assessment be reviewed and who will review it?	Reviewed on an annual basis by HR