

**Equality Impact Assessment  
Level One  
Initial Screening**

**Service Area: Human Resources**

**Title of policy, procedure, strategy, function or working practice:  
Learning and Development Policy**

**1. What are the aims, objectives and intended outcomes of the proposed policy, procedure, strategy, function or working practice to be assessed?**

Hyndburn Borough Council is committed to creating a culture of learning within the organisation and the intention of Learning and Development policy is to develop an adaptable and flexible workforce by equipping the staff with adequate and necessary tools so that they can respond to the demands made upon them in carrying out their jobs.

The council is committed within resources at its disposal to equip the staff with the necessary skills, knowledge, training, competencies and attributes to perform their jobs effectively and enhance those skills if the need is identified. The council recognises that commitment to training and development is vital if quality services are to be provided, maintained and continually improved. It is equally important if high quality staffs are to be recruited and retained.

Although training can sometimes be seen as an unnecessary disruption to the service provision, the council will look at the long term benefits to the organisation and individual, provided that the training offered is linked to the needs of the service. The policy recognises that learning and development, which includes any activity which contributes to the enhancement of the knowledge, skills competencies, and working practices, including skills for life, is a key contributor to the success of individuals, team and ultimately the council as a whole.

Council seeks to ensure that development opportunities are available for all, regardless of their race, gender, age, disability, religion or sexual orientation. This principle does not, however, imply an automatic right of individuals to particular development activities or a right to undertake development action within specified periods of time.

Line managers are responsible for ensuring that the development needs of all staff are given fair consideration and that the needs of staff employed on a part-time or short-term basis are addressed equitably.

**2. Who is intended to benefit from the policy, procedure, strategy, function or working practice and in what way? Think about who will benefit and how. This will prompt thoughts on who will not benefit and whether this can be justified.**

All employees including managers, elected members and trade unions. The community of Hyndburn and other recipient of council services will also benefit from a well trained workforce.

The council will also benefit as the staff will be up to date with the new legislation, changing standards, new technology, practices and policies and would be able to perform better for the council.

**3. Is there any evidence of impact on people on the grounds of Race, Religion, Gender, Disability, Sexual orientation and age as a result of this policy, procedure, strategy, function or working practice. If there is positive or negative impact then please indicate the levels.**

**a. Race**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	✓	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**b. Religion**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	✓	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**c. Gender**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	✓	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**d. Disability**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	✓	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**e. Sexual Orientation**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
Level : High	✓	Medium	<input type="checkbox"/>	Low	<input type="checkbox"/>

**f. Age**

Impact : Positive	✓	Negative	<input type="checkbox"/>	Neutral	<input type="checkbox"/>
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Level : High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/>	
<p>Hyndburn Borough Council invest in it's workforce through policies of recruitment, education, training, participation and equality of opportunity which offer benefits to all and disadvantages to none. In the last 12 months, we have organised number of training events, workshops, conferences etc, which have been attended by 839 staff members, some of these training needs were identified during Performance and development review process, others came about as a results of surveys, feedback on evaluation forms and others means which were used to identify training needs. We intend to constantly improve on our processes and in future plan to monitor training received by the equality strands, which will be reported on.</p>	
<b>4. Has any positive/negative impacts been identified which cannot be justified?</b>	
YES	Need to proceed to stage 2 or 3 (go to question 5)
NO <input checked="" type="checkbox"/>	No need to proceed to stage 2 or 3 (go to question 7)
<b>5. Should the policy procedure proceed to stage 2 Partial impact assessment or stage 3 Full Impact Assessment?</b>	
STAGE 2 <input type="checkbox"/>	STAGE 3 <input type="checkbox"/>
<b>6. What dates will the stage 2 or stage 3 impacts Assessment be completed by?</b>	
<b>7. Has this Initial Screening been sent to the HR department to be uploaded on the internet?</b>	
YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

<b>8. (HR Policies Only) Is the Policy consistent with employment Codes of Practice on Race, Gender and Disability? If not what else needs to be included</b>

Name                      Ivy Crossley                      Service Area HR  
 Signed                      *Ivy Crossley*                      Dated                      19 May 2010

**Service Manager Signature**                      *Kirsten Burnett*

Approved by Departmental Equalities Representative.

**Signed**    **Date**

If any actions have been identified, please state date of review:  
 (This is usually 12 months after the initial EIA has taken place)