

FULL EQUALITY IMPACT ASSESSMENT QUESTIONNAIRE/CHECKLIST

Directorate	Chief Executive's		Section	Learning & development Administration		
1 Name of the function/ policy to be assessed	Proposal to transfer L&D Administration to a Capita managed service	2 Date of Assessment	20th August 2009	3 Is this a new or existing function/policy?	Proposal is to change the existing function	
4 Briefly describe the aims, objectives and purpose of the function/policy		Provide administrative support for L&D Service and delivery of the Council's learning and development plans				
5 Are there any associated objectives of the function/policy? Please explain		No				
6 Who is intended to benefit from the function/policy and in what way?		Employees of the Council and the employees of Council partners who attend Council run L&D activities				
7 What outcomes are wanted from this function/policy?		Efficient and cost effective administration of L&D activities				

8 What factors/forces could contribute/detract from the outcomes?	Ineffective IT, poor data quality and control, ineffective monitoring and reporting of activities				
9 Who are the main stakeholders in relation to the function/policy?	The Council and it's employees	10 Who implements the function/policy and who is responsible for the function/policy?	The Divisional Director HR&D		
11 What data or other existing evidence have you used to assess whether the function/policy might have a differential impact? (please continue on a separate piece paper if necessary)	The current L&D administration service has been subject to review by Capita and they have submitted proposals for delivering a more effective managed service. There is no evidence of differential impact on service users however, If agreed, the managed service will be delivered from Capita's Swindon operation resulting in potential redundancies for those Council staff currently providing this service.				
12 Has the data or other evidence raised concerns that the function/policy might have a differential impact? If so in what area (please circle)?	Race X	Gender X	Disability	Other	(If other please specify) Religion X

13 What are the concerns? (please continue on a separate piece paper)	There are currently 3 L&D staff directly affected by the Capita proposals. They are all female Asian and Muslim		
14 Does the differential impact amount to adverse impact i.e. could it be discriminatory, directly or indirectly?	YES	15 If yes, can the adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	YES The FBC and report to Council members sets out the benefits of the proposal
16 Have you considered ways in which the adverse impact might be reduced or eliminated?	Decisions about who will be trained and the selection of training providers are unchanged by this proposal. The impact is therefore restricted to those staff who currently employed to carry out L&D administration and the Council is taking all reasonable steps to redeploy the affected staff to alternative posts in the Council		
17 How have you made sure you have consulted with the relevant groups and service users from Ethnic Minorities? Disabled people? Men and women generally?	Relevant staff and trade unions have been fully engaged and consulted throughout the development of the Capita proposal and there has been formal consultation regarding the impact of the proposed transfer to Capita. Council management have considered and agreed an Outline Business Case, Full Business Case and the final decision will be taken by elected members		

18. Please give details of the relevant service users, groups and experts you are approaching for their views on the issues	Senior elected members, Council senior managers, Human Resources & Development management team, L&D staff and their trade unions		
19 How will the views of these groups be obtained? (Please tick)	Letter <input checked="" type="checkbox"/> X Meetings <input checked="" type="checkbox"/> X Interviews <input type="checkbox"/> Telephone <input type="checkbox"/> Workshops <input checked="" type="checkbox"/> X Fora <input checked="" type="checkbox"/> X Questionnaires <input type="checkbox"/> Other <input checked="" type="checkbox"/> X	20 Please give the date when each group/expert was contacted	HRD Managers ongoing from 29/9/08 L&D staff ongoing from 12/11/08 Trade unions from 12/11/08 Senior managers 12/11/08 (OBC) Senior managers 8/7/09 (FBC) Senior elected members 29/7/09

21 Please explain in detail the views of the relevant groups/experts on the issues involved. (Please use a separate sheet if necessary)

Senior elected members have been briefed and broadly support the proposals as they will enable improvements in service delivery and cost efficiency. The Labour leader has expressed concerns that alternative service delivery options should also be explored and that the Contract should have a break clause to allow for review – this has been agreed.

Senior managers approve the Capita proposals as they offer a more effective system for administering L&D activity. In particular they enable more effective capture and reporting of L&D activity which will enable the Council to monitor and control L&D spend across the Council to ensure L&D it is being delivered equitably and cost effectively

HRD management support the Capita proposals as they offer a more effective system for administering L&D activity and enable more effective analysis and evaluation of L&D activities.

L&D staff and the trade unions understand the need to improve recording and reporting of L&D activities but prefer alternative options to outsourcing the administration service – see UNISON letter dated 11 August 2009

<p>22 Taking into account the views of the groups/experts, please clearly state what changes if any you will make, including the ways in which you will make the function/policy accessible to all service users, or if not able to do so, the areas and level of risk (Please continue on a separate sheet if necessary)</p>	<p>Details of the Capita proposals, including the costs, benefits and changes in service delivery are set out in the Full Business Case. The report to Council members which accompanies the Full Business Case addresses the issues raised by staff and the trade union in UNISON's letter dated 11 August 2009</p>
<p>23 Please describe how you intend to monitor the effect this function/policy has on different minority groups (Please continue on a separate sheet if necessary)</p>	<p>The service will be monitored through regular reports on L&D activity and spend. Reports will be able to capture the L&D activities and spend across different staff groups including minority groups.</p>
<p>24 If any elements of your function/policy are provided by third parties please state, what arrangements you have in place to ensure that to ensure that the Council's equal opportunities criteria are met</p>	<p>Capita will be required to ensure that in delivering the service they comply with the Council's equal opportunities policy.</p>

25 Please list any performance targets relating to equality that your function/policy includes, and any plans for new targets (Please continue on a separate sheet if necessary)	That L&D activities are provided in accordance with the Council's L&D strategy & framework That contract performance is in accordance with the agreed service KPIs including delivery of the service is in line with the Council's equal opportunities policy		
26 How will you publish the results of this Impact assessment?	The EIA will be included with the report to elected members	27 Date of next assessment	March 2011

Signed:
NAME: Jon Turner
Completing officer

Date: 20 August 2009

Signed:
NAME: Jon Turner
Lead Officer

Date: 20 August 2009

Please list actions you intend to take as a result of this assessment. Attach additional sheets if necessary.

IMPROVEMENT PLAN

ISSUE IDENTIFIED	ACTION REQUIRED	LEAD OFFICER	TIMESCALE	COMMENTS
Impact on current staff	Seek redeployment	Jon Turner	Prior to proposed transfer early 2010	