

# Human Resources Equality Impact Assessment and Analysis (EqIAA)

## Introductory Information

<b>Name of Function under consideration:</b>	Time off to train policy
<b>Date(s) of completing the EqIAA:</b>	8 – 13 March
<b>Name and job title(s) of person(s) completing the EqIAA:</b>	Emma Ford – HR Advisor, Engagement & Equalities Sam Stillman – HR Advisor

## Section 1 – Impact and Analysis

<p><b>1. Considering all aspects of this Function, state what issues have an impact on equalities and why.</b></p> <p>The time off to train policy is applicable to all employees (excluding schools-based employees) and explains the criteria and processes involved in taking time off for training relevant to an employee's job. The council's policy is more generous than the statutory entitlements.</p> <p>No major changes have been made to the policy but the format and language has been updated. The revised policy is streamlined, easier to read and meets the RNIB's clearprint guidelines.</p> <p>The policy provides flexibility to all employees and no adverse equalities impact has been identified as part of this review.</p>
<p><b>2. What data does the council have internally that links to this Function and what does it tell us about equalities impact?</b></p> <p>Employee training records are held on Resourcelink, the HR database. This information can be used to analyse which employees attend training and to identify any differences between equalities groups. Feed back from staff surveys and leaver questionnaires are also useful information sources to help us identify equalities impact.</p> <p>Our current data does not indicate that this policy has an adverse equalities impact on any group.</p>
<p><b>3. Where appropriate, what consultation has been conducted in relation to this Function and what evidence has this provided about equalities impact?</b></p> <p>The revised policy were shared with HR Business Partners and Trade Union representatives. We did not receive any comments.</p>
<p><b>4. What relevant external research (data, reports, expert opinion, legislation etc.) has been considered and what evidence has this provided about equalities impact?</b></p> <p>The following website was used for research purposes in this review: <a href="https://www.gov.uk/training-study-work-your-rights">https://www.gov.uk/training-study-work-your-rights</a>.</p> <p>It did not provide any evidence about equalities impact.</p>
<p><b>5. Any other relevant notes?</b></p> <p>None.</p>

## Section 2 – Outcomes

6. The evidence that has been collected under Section 1 of this form will need to feed into the decision making process regarding any changes to be implemented before any final decisions are taken. There are four possible outcomes of this EqIAA – indicate which outcome below with the reasons and justification for this.

Outcome	Response	Reason(s) and Justification
<b>Outcome 1:</b> No major change required.	<input checked="" type="checkbox"/>	This review did not identify any negative equalities impact. The policy document has been improved so that it is more accessible.
<b>Outcome 2:</b> Adjustments to remove barriers or to better promote equality have been identified.	<input type="checkbox"/>	
<b>Outcome 3:</b> Continue despite having identified potential for adverse impact or missed opportunities to promote equality.	<input type="checkbox"/>	
<b>Outcome 4:</b> Stop and rethink.	<input type="checkbox"/>	

7. List the actions you will take as a result of this EqIAA.

We will review the policy on an annual basis.

We will link this policy to other relevant policies i.e. study leave and expenses.

## Section 3 – EqIAA Evidence

8. List and attach the evidence you have which shows how you have systematically considered equality impact.

<https://www.gov.uk/training-study-work-your-rights>.

**Planned date for next EqIAA exercise:**

March 2014