

Colchester Borough Homes

Equality Impact Assessment Form - An Analysis of the Effects on Equality

Section 1: screening stage

Name of policy, service or strategy to be assessed:

Post Entry Training Guidelines

1. What is the main purpose of the policy, service or strategy?

Colchester Borough Homes encourages staff to obtain suitable qualifications and may allow leave of absence with pay and reimburse other expenditure incurred whilst attending either college, institutes, training organisations and other learning establishments, this purpose of this policy is to provide guidance to employees who would like to apply for assistance in this way.

2. What main areas or activities does it cover?

How to make an application to undertake a qualification, pre course administration, general conditions of assistance, enrolment, financial assistance, tuition, exemption, examination fees, textbooks, travelling, subsistence, professional fees, payment, reimbursement, projects and theses, stationery, examination and revision leave, college reports and exam results, general notes and forms.

3. Who are the main audience, users or customers who will be affected?

All employees

4. What outcomes do you want to achieve from the policy, service or strategy?

All employees have the right to request Post entry training and to apply for support to do this.

5. Are other service areas or partner agencies involved in delivery? If so, please give details below:

Director management team, Senior management team, Human resources and employees. Any issues raised during consultation would have been taken into account when redrafting the policy. All employees are made aware of this policy at the start of their employment during the induction process and this policy is available on the Intranet and from HR for those who do not have access to a computer. Both managers and staff have HR support to discuss how to use this policy when needed

6. Does the policy, service or strategy help to further or facilitate to our 'general duty'¹ to:

(a) eliminate unlawful discrimination, harassment and victimisation? **Yes**

Applies to all regardless of protected characteristics. All applications have to be completed on the relevant form. A panel made up of a member of HR, DMT and the training coordinator meet to discuss each application. Training is allocated on the basis of relevance to current role.

(b) advance equality of opportunity between people who share a 'protected characteristic'² and those who do not? No

(c) foster good relations between people who share a protected characteristic and those who do not? No

7. Are there any concerns that the policy, service or strategy could have a differential impact in terms of equality?

None. Consultation has taken place with Unison, HR, Staff Forum, DMT, SMT level

8. Please use the table below to indicate how the policy, service or strategy could have a positive or negative effect on any of the following equality groups (known under the Equality Act as 'protected characteristics'). Include reference to any consultation, data or information that you have used in making this assessment about positive or negative effects.

¹ These three points summarise the 'general duty' as it applies to public sector organisations in the Equality Act 2010

² The Equality Act's 'protected characteristics' include age, disability, gender reassignment, pregnancy and maternity, race, religion or belief and sex and sexual orientation. It also covers marriage and civil partnerships, but not for all aspects of the duty.

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Age	Older people (60+)	X	All applications considered using the same form and process. The panel considered all application to ensure a fair process.	None	
	Younger people (17-25) and children (0-16)		ditto	ditto	
Disability	Physical		ditto	ditto	
	Sensory		ditto	ditto	
	Learning		ditto	ditto	
	Mental health issues		ditto	ditto	
	Other – <i>please specify</i>		ditto	ditto	
Ethnicity	White		ditto	ditto	
	Black		ditto	ditto	
	Chinese		ditto	ditto	
	Mixed Ethnic Origin		ditto	ditto	
	Gypsies/ Travellers		ditto	ditto	
	Other – <i>please state</i>		ditto	ditto	
Language	English not first language		ditto	ditto	
Pregnancy and Maternity	Women who are pregnant or have given birth in last 26 weeks		ditto	ditto	
Religion or Belief	People with a religious belief (or none)		ditto	ditto	
Sex	Men		ditto	ditto	
	Women		ditto	ditto	
	Transsexual / gender reassignment		ditto	ditto	
Sexual Orientation	Lesbian, gay and bisexual		ditto	ditto	
Marriage and Civil	People who are single, married or in a civil		ditto	ditto	

'Protected characteristic' group		Positive Impact	Explain how it could benefit the group	Negative Impact	Explain how it could disadvantage the group
Partnership	partnership				

9. Could the policy, service or strategy discriminate³ against any 'protected characteristic', either directly or indirectly?

There is no evidence to suggest the Post Entry Training Guidelines policy could discriminate directly or indirectly.

10. If you have identified any negative impacts above, have you been able to minimise or remove them, and if so, how?

N/A

We will however ensure that the policy is more widely advertised to staff via meetings with the HR Business Partners.

³ Direct discrimination occurs when a person is treated less favourably than another in a comparable situation because of their 'protected characteristic' whether on grounds of age, disability, pregnancy and maternity, ethnicity; religion or belief; sex (gender), sexual orientation, or Marriage and Civil Partnership. Indirect discrimination occurs when an apparently neutral provision or practice would nevertheless disadvantage people on the grounds of their 'protected characteristic' unless the practice can be objectively justified by a legitimate aim.

Summary and findings of Initial Equality Impact Assessment – screening stage

11. Please put a tick in the relevant box to confirm your findings, and what the next step is:

Findings	Action required
No likely negative impacts have been identified and this has been justified with reference to consultation, data or information. X	Sign off screening and finish.
Likely negative impacts have been identified but have been minimised or removed. <input type="checkbox"/>	Sign off screening and finish.
Likely negative impacts were identified but have not been minimised or removed. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.
There is insufficient evidence to make a judgement. <input type="checkbox"/>	Sign off screening and complete a full impact assessment – Section 2.

12. Name and job title of person completing this form:

Fiona Emanuele, HR Business Partner

13. Date of completion:

February 2018

14. Date for update or review of this screening:

February 2021