

Equality Impact Assessment (EIA) Form

Please read EIA guidelines when completing this form

1. Name of Service Area/Directorate

Name of Head of Service for area being assessed	
Directorate	Corporate Services

Individual(s) completing this assessment	Name	Job Title
		ICT Training Officer
Date assessment completed	22 July 2020	

2. What is being assessed

Activity being assessed (eg. policy, procedure, document, service redesign, strategy etc.)	Procurement and delivery of Social Worker (Degree) Apprenticeships			
What is the aim, purpose and/or intended outcomes of this activity?	To procure training for existing staff to become qualified social workers			
Name of lead for activity				
Who will be affected by the development and implementation of this activity?	<input checked="" type="checkbox"/> Service Users <input type="checkbox"/> Patients <input type="checkbox"/> Carers <input type="checkbox"/> Visitors	<input checked="" type="checkbox"/> Staff <input type="checkbox"/> Communities <input type="checkbox"/> Other _____		
Is this:	<input type="checkbox"/> Review of an existing activity <input checked="" type="checkbox"/> New activity <input type="checkbox"/> Planning to withdraw or reduce a service, activity or presence?			
What information and evidence have you reviewed to help inform this assessment? (name sources, eg demographic information for services/staff groups affected, complaints etc.)	<p>The council's own procedures.</p> <p>Acceptance onto the course will be through a joint interview process. The panel will be made up of members of staff from Herefordshire Council and the preferred bidder. As the panel process will be a group decision, this will reduce or eliminate the potential for unconscious bias.</p> <p>The service specification requires the preferred bidder to ensure that its staff do not discriminate against anyone, provided they meet the prerequisites for enrolment on the course, and also to submit a copy of their equality and diversity policy.</p>			
Summary of engagement or consultation undertaken (eg. who and how have you engaged with, or why do you believe this is not required)	<p>Consulted with workforce development, Children & Families, Adults & Communities and Legal</p> <p>A need for more qualified social workers within Herefordshire has been identified. Applications for these apprenticeships will be open to all staff and will increase the number of qualified social workers within the council, which will be of benefit to the community. As existing staff will undergo</p>			

	this training, it will also demonstrate the council's commitment to its staff and their development
Summary of relevant findings	A service specification that is fit for purpose and specific to local requirements has been developed

3. The impact of this activity

Please consider the potential impact of this activity (during development and implementation) on each of the equality groups outlined below. **Please tick one or more impact box below for each Equality Group and explain your rationale.** Please note it is possible for the potential impact to be both positive and negative within the same equality group and this should be recorded. Remember to consider the impact on staff, public, patients, carers etc. in these equality groups.

Equality Group	Potential <u>positive</u> impact	Potential <u>neutral</u> impact	Potential <u>negative</u> impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Age		✓		Apprenticeships are open to any age
Disability		✓		<p>Apprenticeships are open to everyone and reasonable adjustments will be considered, if requested.</p> <p>Apprenticeships are open to everyone. For disabled candidates, reasonable adjustments will be made to ensure the candidate is not put at a disadvantage compared to non-disabled candidates in the selection process and workplace. For example:</p> <ul style="list-style-type: none"> • Adapting the environment to enable wheelchair access. • Allow the candidate additional time to complete selection tests, particularly individuals with dyslexia or other learning difficulties. • Alternative formats of assessment test papers, for example in audio, Braille or large print versions and allow the candidate to present his or her answers using an alternative method, for example verbally rather than in writing. <p>Although recruitment to the posts will be internal, the job advertisement will state that we welcome applicants whatever their personal characteristics or social identity. All requests for flexible working arrangements and reasonable adjustments will be considered.</p>
Gender Reassignment		✓		Acceptance on the course will not be affected by gender reassignment
Marriage & Civil Partnerships		✓		Marital/civil partnership status will not affect acceptance on the course
Pregnancy & Maternity		✓		Admission to the course will not be refused because the candidate is pregnant or on maternity leave
Race (including Travelling Communities and people of other nationalities)		✓		Apprenticeships are open to all races and nationalities
Religion & Belief		✓		Religious beliefs will not be a factor in determining suitability for acceptance on the course

Equality Group	Potential positive impact	Potential neutral impact	Potential negative impact	Please explain your reasons for any potential positive, neutral or negative impact identified
Sex		✓		The sex of candidates will not affect whether they are accepted for an apprenticeship
Sexual Orientation		✓		This will not affect acceptance on the course
Other Vulnerable and Disadvantaged Groups (eg. carers, care leavers, homeless, social/ economic deprivation, etc)			✓	Part-time workers, e.g. carers, might encounter difficulties attending formal sessions at particular times. In addition, the government apprenticeship regulations require that apprentices are contracted for a minimum of 30 hours a week.
Health Inequalities (any preventable, unfair & unjust differences in health status between groups, populations or individuals that arise from the unequal distribution of social, environmental & economic conditions within societies)		✓		All applicants will be evaluated equally

What actions will you take to mitigate any potential negative impacts?	Risk identified	Actions required to reduce/ eliminate negative impact	Who will lead on the action?	Timeframe
	Vulnerable and disadvantaged groups	Managers to discuss during PDP how this could be addressed, such as BWOW or flexible working, or alternative development opportunities	Directorate workforce lead	As arises

4. Monitoring and review

How will you monitor these actions?	They will be recorded in the individual's PDP
When will you review this EIA? (eg in a service redesign, this EIA should be revisited regularly throughout the design & implementation)	Ongoing Any changes in the delivery of the apprenticeship training that result in potentially negative impact on any equality group will be immediately raised with the supplier by the directorate workforce lead

5. Equality Statement

- All public bodies have a statutory duty under the Equality Act 2010 to set out arrangements to assess and consult on how their policies and functions impact on the 9 protected characteristics.
- Herefordshire Council will challenge discrimination, promote equality, respect human rights, and design and implement services, policies and measures that meet the diverse needs of our service, and population, ensuring that none are placed at a disadvantage over others.
- All staff are expected to deliver services and provide services and care in a manner which respects the individuality of service users, patients, carers etc., and as such treat them and members of the workforce respectfully, paying due regard to the 9 protected characteristics.

Signature of person completing EIA	
Date signed	6 October 2020