

Equality Impact Analysis

This equality impact analysis establishes the likely effects both positive and negative and potential unintended consequences that decisions, policies, projects and practices can have on people at risk of discrimination, harassment and victimisation. The analysis considers documentary evidence, data and information from stakeholder engagement/consultation to manage risk and to understand the actual or potential effect of activity, including both positive and adverse impacts, on those affected by the activity being considered.

To support completion of this analysis tool, please refer to the equality impact analysis guidance.

Section 1 – Analysis Details (Page 5 of the guidance document)

Name of Policy/Project/Decision	Learning and Development Policy
Lead Officer (SRO or Assistant Director/Director)	Liam Johnson
Department/Team	HR and OD
Proposed Implementation Date	January 2024
Author of the EqIA	Liam Johnson
Date of the EqIA	26/10/24

1.1 What is the main purpose of the proposed policy/project/decision and intended outcomes?

The Learning and Development Policy requires a refresh in-keeping with supporting the delivery of our LET'S Do It! Strategy.

The Learning and Development Policy which sets out the Council's approach to learning, training, and development. It aims to support employees and managers to identify and meet development needs which will enable them to flourish and deliver effective services and develop their careers at Bury Council. This policy will replace the Equal Access Policy, Section 2 of Local Conditions and Appendix W of Local Conditions and will effectively become Section 2 of Local Conditions.

The impact of the change means we will no longer need our Learning and Development Strategy. The policy will however feed in and support the launch of Councils new People Strategy aimed to be launched towards the end of 2023. It also means that we will no longer have a Joint Learning Agreement or JLF TOR. We have also revised Assisted Funding Learning Agreement which is also included on a separate form.

This will now be the only policy documentation linked to learning and development moving forward.

Section 2 – Impact Assessment (Pages 6 to 10 of the guidance document)

2.1 Who could the proposed policy/project/decision likely have an impact on?

Employees: **Yes**
 Community/Residents: **No – This is an internal policy to protect the workforce and the council and will not affect community or residents groups**
 Third parties such as suppliers, providers and voluntary organisations: **No – this is also covered in procurement policy and guidance**
 If the answer to all three questions is ‘no’ there is no need to continue with this analysis.

2.2 Evidence to support the analysis. Include documentary evidence, data and stakeholder information/consultation

Documentary Evidence:
 Employee Equality report

Data:
 All learning and development data is recorded and presented to the council’s Executive team on a bi-monthly basis and also feeds into our employment equality report annually.

Data is mainly captured in the employee system iTrent and locked in the OD teams SharePoint site.

Stakeholder information/consultation:
 Yes, consulted with Unison

2.3 Consider the following questions in terms of who the policy/project/decision could potentially have an impact on. Detail these in the impact assessment table (2.4) and the potential impact this could have.

- Could the proposal prevent the promotion of equality of opportunity or good relations between different equality groups? No
- Could the proposal create barriers to accessing a service or obtaining employment because of a protected characteristic? No
- Could the proposal affect the usage or experience of a service because of a protected characteristic? No
- Could a protected characteristic be disproportionately advantaged or disadvantaged by the proposal? No
- Could the proposal make it more or less likely that a protected characteristic will be at risk of harassment or victimisation? No
- Could the proposal affect public attitudes towards a protected characteristic (e.g. by increasing or reducing their presence in the community)? No
- Could the proposal prevent or limit a protected characteristic contributing to the democratic running of the council? No

2.4 Characteristic	Potential Impacts	Evidence (from 2.2) to demonstrate this impact	Mitigations to reduce negative impact	Impact level with mitigations Positive, Neutral, Negative
Age	Neutral			
Disability	Neutral		Ensuring training delivered in accessible formats and taking account of the needs of delegates and participants	
Gender Reassignment				
Marriage and Civil Partnership	Neutral			
Pregnancy and Maternity	Neutral			
Race	Neutral		Ensuring training delivered in accessible formats and taking account of the needs of delegates and participants	
Religion and Belief	Neutral			

Sex	Neutral			
Sexual Orientation	Neutral			
Carers	Neutral			
Looked After Children and Care Leavers	Neutral			
Socio-economically vulnerable	Positive – Provision of free development to support progression			
Veterans	Neutral			

Actions required to mitigate/reduce/eliminate negative impacts or to complete the analysis

2.5 Characteristics	Action	Action Owner	Completion Date
N/A	N/A		

Section 3 - Impact Risk

Establish the level of risk to people and organisations arising from identified impacts, with additional actions completed to mitigate/reduce/eliminate negative impacts.

3.1 Identifying risk level (Pages 10 - 12 of the guidance document)

Impact x Likelihood = Score			Likelihood			
			1	2	3	4
			Unlikely	Possible	Likely	Very likely
Impact	4	Very High	4	8	12	16
	3	High	3	6	9	12

2	Medium	2	4	6	8
1	Low	1	2	3	4
0	Positive / No impact	0	0	0	0

Risk Level	No Risk = 0	Low Risk = 1 - 4	Medium Risk = 5 – 7	High Risk = 8 - 16
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3.2 Level of risk identified	No risk
3.3 Reasons for risk level calculation	Small positive changes to policy to modernise offer and protection. Policy changes aimed at internal staff.

Section 4 - Analysis Decision (Page 11 of the guidance document)

4.1 Analysis Decision	X	Reasons for This Decision
There is no negative impact therefore the activity will proceed	X	The proposed changes are in-keeping with supporting the delivery of our LET'S Do It! Strategy. Following the guidance of this form I see no risk in the implementation of the changes in the new Learning and Development Policy.
There are low impacts or risks identified which can be mitigated or managed to reduce the risks and activity will proceed		
There are medium to high risks identified which cannot be mitigated following careful and thorough consideration. The activity will proceed with caution and this risk recorded on the risk register, ensuring continual review		

Section 5 – Sign Off and Revisions (Page 11 of the guidance document)

5.1 Sign Off	Name	Date	Comments
Lead Officer/SRO/Project Manager	Liam Johnson	14/02/2024	

Responsible Asst. Director/Director	Sam McVaigh	14/02/2024	
EDI	Lee Cawley	15/02/2024	

EqIA Revision Log

5.2 Revision Date	Revision By	Revision Details
15/02/2026	Liam Johnson	Revision date set by Head of OD and Culture Liam Johnson. To review policy to ensure learning and development policy is in line with current practices to support future development opportunities.