



Equality Impact/Fairer Scotland Duty Assessment Form
(To be completed with reference to Guidance Notes)

Step 1

Name of Proposal: **Change Project BU-WC-006 Reduction of Centralised Training & Development Budget**

Step 2

Is this only a **screening** Equality Impact Assessment ~~Yes~~/No

(A) If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

- (i) It does not impact on people Yes/No
- (ii) It is for information only Yes/No
- (iii) It is reflective e.g. of budget spend over a financial year Yes/No
- (iv) It is technical Yes/No

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

(B) If you have answered No to the above, please indicate the following:

Is this a full Equality Impact Assessment	Yes/ No
Is this a Fairer Scotland Duty Assessment	Yes /No

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

Step 3

- (i) Lead Directorate/Service: Strategic Policy & Economy – part of the overall Strategic Policy Transformation and Public Sector Reform Directorate
- (ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

To ensure best value for the council by gaining maximisation of available budget.

(iii) What is the aim of the proposal? Please give full details.

The aim of the proposal is to reduce the current centralised staff training and development budget which is administered by the Organisation & Development Team (OD) on behalf of the overall council.

It will also ensure that because of limitation of funds, staff are able to gain access to funds in a consistent and equitable way.

(iv) Is it a new proposal? ~~Yes~~/No

OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? ~~Yes~~/No

The project was added to the Change Programme in 2019/20 when phase 1 was undertaken to centralise all training budgets across the council. At that point, the new centralised budget was left at the same level to allow time to consider how it would operate, what it would be used for and for an administration process to be introduced to allow staff to be considered for training.

The planning stage for the second phase of the project is now about to commence to reduce the level of budget by £20,000 in 2021/22 and £20,000 in 2022/23.

The current training and development budget in the council is £293,075 therefore this saving equates to 6.8% in 2021/22 and then a further 7.3% in 2022/23.

Step 4

Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees ~~Yes~~/No

Job Applicants ~~Yes~~/No

Service users ~~Yes~~/No

Members of the public ~~Yes~~/No

Step 5

List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

Internal data (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

The OD team now hold robust historic data on budget spends, type of courses undertaken, analysis of applicants etc that has assisted in formulation of a working process for the centralisation of this work.

Internal consultation (e.g. with staff, trade unions and any other services affected).

A LEAN review was undertaken that included representatives from OD Team, Change Team and other service areas during phase 1. Further consultation will be undertaken as the next phase progresses.

External data (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

Market consultation has been undertaken to ensure that up to date data held on courses available, costs etc and this has been mapped to accreditation for the job role and other measures.

External consultation (e.g. partner organisations, national organisations, community groups, other councils.

External information/ evidence has been sought from training organisations, local authorities and other agencies.

Other (general information as appropriate).

Information from other organisations (e.g. Improvement Service and other local authorities) has been, and will continue to be used, to inform the potential change, where relevant.

Step 6

Evidence Gaps

Are there any gaps in the equality information you currently hold? ~~Yes~~/No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

Evidence base from service feedback has played an important role in shaping the new ways of working and will continue to do so as we move to the next phase of project to identify where and how savings will be made. The impact of any potential changes will be checked fully prior to making final decisions.

Step 7

Are there potential differential impacts on protected characteristic groups? Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.

It is not anticipated there would be any impact, positive or negative, on protected characteristic groups but this will be kept under constant review. Some lessons can be learnt from new ways of working introduced during COVID 19 and these may, if felt appropriate, be included in the next stages of review. This is particularly relevant to the delivery of training in a virtual format rather than in physical learning environment. This will be kept under constant review.

Age	Impact: Neutral
Disability	Impact: Neutral
Gender reassignment	Impact: Neutral
Marriage and Civil Partnership	Impact: Neutral
Pregnancy/Maternity	Impact: Neutral
Race - (includes Gypsy Travellers)	Impact: Neutral
Religion or Belief	Impact: Neutral
Sex	Impact: Neutral
Sexual orientation	Impact: Neutral

Step 8

Consultation with any of the groups potentially affected

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

Not applicable at this time.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Not applicable at this time.

Step 9

What mitigating steps will be taken to remove or reduce potentially negative impacts?

This will be covered if any negative impacts are identified.

Step 10

If a potentially negative impact has been identified, please state below the justification.

Not applicable at this stage but will be kept under constant review.

Step 11

In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?

Not applicable at this stage but will be kept under constant review.

Step 12

Is there any action which could be taken to advance equalities in relation to this proposal?

Not applicable at this stage but will be kept under constant review.

Step 13

FAIRER SCOTLAND DUTY

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

- Step 13(A)** What evidence do you have about any socio-economic disadvantage/ inequalities of outcome in relation to this strategic issue?
- Step 13(B)** Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.
- Step 13(C)** Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from Covid-19.

Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.

Low and/or No Wealth (e.g. those with enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.

Impact -

Material Deprivation (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

Impact -

Area Deprivation (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport).

Impact -

Socio-economic Background i.e. social class including parents' education, people's employment and income.

Impact -

Other (please indicate)

Step 13(D) Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.

Step 14

What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?

As the project developments the EIA will be kept under constant review

Step 15

Where will this Equality Impact/Fairer Scotland Duty Assessment be published?

On the Council's website – attached to budget reports

Step 16

Sign off and Authorisation. Please state name, post, and date for each:

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