

Change Equality Impact Assessment (EqIA)

1. Proposal details	
Name of the policy/project/process being assessed (subsequently referred to as project)	Members Development Programme 2023/24
Purpose of project	<p>The members development programme sets out the Authority's commitment to supporting members with their development, and details how we will equip elected representatives with the skills and knowledge they need to fulfil their various roles effectively and to the best of their abilities.</p> <p>The members development programme outlines a range of induction, mandatory and regulatory training that a member must complete. In addition to offering a number of optional learning e.g. via LGA.</p> <p>This applies to newly elected and existing members.</p> <p>Induction training must be undertaken by all newly elected members and a 12-week programme/timetable is provided to these members, with a range of workshops they are required to attend (with some alternative sessions/times and recordings for those unable to attend).</p> <p>Mandatory training is to be completed on an annual or per elected term basis, subject to the topic matter. These are provided in the form of e-learning, workshop, webinar and/or quiz. Mandatory training covers Equality and Diversity, Information Governance, ICT Security, Code of Conduct, Corporate Parenting and Safeguarding and Sexual Exploitation. There is also a range of ad-hoc topics that are provided to members, where and when necessary.</p> <p>Regulatory training must be completed by core committee members and substitute members, prior to any attendance on a regulatory committee. This has provided in the form of e-learning, workshop (face to face or webinar) and/or quiz. Regulatory training covers</p>

	<p>the following committees, audit, regulation and review, licensing and planning.</p> <p>It is expected that newly elected members complete all their required induction training and that existing members keep up to date with mandatory training and regulatory training requirements. Members are able to access their learning requirements via learning pool and are supported by the OD Lead in its completion, prior to expiry. Learning pool provides notifications to members regarding their required learning. The OD Lead ensures that the learning materials offered are revised and updated, where necessary.</p>	
Who is the project intended to benefit?	All members	
What outcomes should be achieved?	<ul style="list-style-type: none"> • An awareness of the range of tools, platforms and learning options available for skills and knowledge development. • All members should keep relevant skills and knowledge up to date, to ensure: <ul style="list-style-type: none"> ○ informed decisions are made (especially as a committee or cabinet member, which are important to the future of our residents, businesses and visitors.); ○ legal compliance i.e. information governance; ○ desired behaviours are met i.e. in accordance with the code of conduct to treat fellow members, authority colleagues and residents with dignity and respect, fairly, in a non-discriminatory manner and without prejudice. 	
Version of EqIA	VI	
Date this version created	09/02/2023	
Confidential	no	
Directorate	Resources	
Service	HR & OD	
	Name	Service or organisation

Principal author	Alison Miller	Resources
Additional authors	Louise Robson	Resources

2. Groups Impacted		
Does the project impact upon?		If yes, what is the estimated number impacted? And the Level of impact this will have on the group (high, medium, low)
Service Users	no	
Carers or Family of Service Users	no	
Residents	no	
Visitors	no	
Staff/Elected Members	yes	60 Elected Members and Elected Mayor – high impact
Partner Organisations	no	

3. Evidence Gathering and Engagement		
	Internal evidence	External Evidence
What evidence has been used for this assessment?	<ul style="list-style-type: none"> • Feedback from members. • Intelligence gathered from the OD Lead 	<ul style="list-style-type: none"> • LGA (inclusive language) • YouGov.co.uk (Evidence that childcare and caring responsibilities predominantly fall to women)
Have you carried out any engagement in relation to this proposal?	yes	
If yes of what kind and with whom? If no, why not?	<ul style="list-style-type: none"> • OD & WFD Manager, HR • Democratic Services Officer, Law and Governance • Information Governance Manager, Law and Governance • Policy & Performance Manager, Corporate Strategy • Policy Officer (Equality), Corporate Strategy • Head of Estates, Commissioning and Asset Management 	

Is there any information you don't have?	yes
If yes, why is this information not available?	At the present time systems and processes have not been set up to record the demographic data required to be able to analyse this. However, an action plan has been put in place to collect the correct data required and in a format that will be able to be utilised for effective analysis in the future.

4. Impact on Different Characteristics			
Legally Protected Characteristics	Potential Positive Impact Identified	Potential Negative Impact Identified	Description of the potential impact/s and evidence used
Age	yes	yes	A small number of members find using the learning pool online learning system difficult due to their level of IT skills – this may be more likely to apply to older members. There is no data collected to evidence that issues experienced are correlated to the older generation.
Disability	yes	yes	When offering training, members are asked to inform the OD Lead of any reasonable adjustments they may require. In future when members are newly elected the Authority will contact them to offer support and raise awareness through an adapted Workplace Support Profile, so that members can use it to highlight any support needs or adjustments they wish the Authority to be aware of and to support them with.
Gender reassignment	yes	yes	There is the potential to mis-gender people. Assumptions will not be made about participants preferred pronouns in training.
Marriage & civil partnership	no	no	
Pregnancy & Maternity	yes	yes	The programme is available to all members and reasonable adjustments can be made if someone was unable to attend or needed

			assistance due to pregnancy or maternity. Catch up sessions are available.
Race	yes	yes	Part of the bespoke offer is a session regarding 'lets talk about race'. There is some areas of encouraged conversation and debate that some members may view differently and politically.
Religion or belief	yes	yes	Should any member identify that their religion or belief impacts upon their attending/undertaking training. i.e., due to religious holidays etc, then the current proposal provides a range of training dates and alternative training methods that would be suitable to accommodate this. Dietary requirements will also be checked when delivering face to face training.
Sex	yes	yes	Evidence shows that childcare and caring responsibilities falls predominantly to women so in planning the programme the OD Lead would ensure that this is factored into the times and dates available for training so as not to disadvantage any member with these responsibilities.
Sexual Orientation	yes	yes	Assumptions will not be made about the gender of a member's partner.
Intersectionality	no	no	
Non-legally protected characteristic			
Carers	yes	yes	In planning the programme the OD Lead would ensure that due regard is given to the caring responsibilities of any elected members by reflecting this into the times and dates available for training so as not to disadvantage any member with these responsibilities.

5. Achievement of the Authority's public sector equality duty		
Will the proposal contribute to any of the following?		If yes, how?

<p>Eliminate unlawful discrimination, victimisation and harassment</p>	<p>yes</p>	<p>The induction, regulatory and mandatory training proposals ensure:</p> <ul style="list-style-type: none"> • Newly elected members are fully and sufficiently inducted and provided with the tools/knowledge they need in order to ensure they do not discriminate, harass, victimise, or treat anyone less favourably. • Members are fully trained prior to any attendance of regulatory committees. <p>Members undertake mandatory training on an annual and elected term basis. Part of this mandatory training includes annual Equality and Diversity training. Members also receive additional ad-hoc training that increases their awareness and upskills their knowledge development in areas such as, Anti-Semitism and Race. There are other resources available on learning pool to which members have access to, to ensure they have an awareness of equality matters, including that of menopause, autism, transgender, LGBT etc.</p>
<p>Advance equality of opportunity between people who share a protected characteristic and those who do not</p>	<p>yes</p>	<p>A range of learning options are provided to members i.e., e-learning, workshop, competency quiz questionnaire. Therefore, catering for a range of needs of different groups i.e., learning difficulties, hearing conditions, accessibility. Due to the range of options offered, it supports members in being able to access a method that suits them, and at a time and pace that suits them. This in turn encourages increased compliance with the training. The only training where a range of options is not offered is that of audit training for the regulatory audit committee, where only a training workshop is offered during year 1. However, a competency quiz is available for years 2 to 4. Reasonable adjustments would be made if any members were unable to access these, for any equality and diversity related matter.</p> <p>The programme offers the support of the OD Lead, ensuring that there is a point of contact for any</p>

		member that feels there is any barriers to their learning and reaching solution or reasonable adjustment in overcoming these.
Foster good relations between people who share a protected characteristic and those who do not	yes	The understanding gained from the Equality, Diversity and Inclusion part of the members development programme, will ensure an understanding of EDI topics, including that of prejudice and how to address any matters relating to this within the role of a member. With their increased awareness and knowledge, it will also help members in promoting EDI topics, supporting and helping others to gain an understanding and awareness, sharing their learning. This will in turn support in fostering good relations between those who share a protected characteristic and those who do not.

6. Negative Impacts		
Potential negative impact	Can it be reduced or removed?	If yes how? If no, why not and what alternative options were considered and not pursued?
Age: A small number of members find using the learning pool online learning system difficult due to their level of IT skills – this may be likely to apply to older members.	yes- removed	The OD team seeks to address this by providing support, one to one's and video tuition. However, some members continue to prefer face-to-face workshops or teams over e-learning. Although this proposal offers e-learning only in some areas for mandatory training, all members are invited to the in-person mandatory training workshop arranged for newly elected members. In addition, some sessions have been recorded via Teams, and may provide an alternative offer.
Sex/Carer: Evidence shows that childcare and caring responsibilities falls predominantly to	yes- removed	The OD Lead would ensure that this is factored into the times and dates available for training so as not to disadvantage any member with these responsibilities.

<p>women so in planning the programme.</p>		
<p>Pregnancy and maternity – largely relates to employment, but also to some aspects of service delivery e.g. for breastfeeding women. Negative impact due to missed learning as a result of pregnancy related absence or being on maternity leave. In addition to barriers to attending meeting upon return from maternity leave.</p>	<p>yes- reduced</p>	<p>The programme is available to all members and reasonable adjustments can be made if someone was unable to attend or needed assistance due to pregnancy or maternity. Catch up sessions are available and in some instances recordings from webinars are also available.</p> <p>The Authority has a Parental Policy, with dependents carers leave to support members, has outline in the constitution. This enables members to attend meetings. In addition, child/parent parking bays have since been marked, should a member be required to attend council premises with their baby. We are currently in the progress of providing a supporting guidance document for members which will further support in this area to reduce any potential negative impact.</p>
<p>Disability – including those with visual, audio (BSL speakers and hard of hearing), mobility, physical, mental health issues, learning, multiple and unseen disabilities. Negative impact due to any missed learning opportunities due to absence or accessible due to the relevant disability.</p>	<p>yes- removed</p>	<p>When offering training, members are asked to inform the OD Lead of any reasonable adjustments they may require. In future when members are newly elected the Authority will contact them to offer support and raise awareness through an adapted Workplace Support Profile, so that members can use it to highlight any support needs or adjustments they wish the Authority to be aware of and to support them with. In some learning, the Microsoft accessibility feature is available. For video recording, the text speech captions are turned on for a reading option to reduce barriers to those with hearing impairments.</p>
<p>Gender reassignment – includes trans, non-binary and those people who do not identify with or reject gender labels – There is the potential to mis-gender people.</p>	<p>Yes – reduced</p>	<p>The LGA are currently revising a supporting document called the ‘inclusive language guide’ that will be promoted upon release. This has been removed from the LGA site due to a number of concerns and debates over the use of certain terms.</p>

Assumptions will not be made about participants preferred pronouns in training.		
Religion or belief – includes those with no religion or belief – There is potential that a member could identify that their religion or belief impacts upon their attending/undertaking training. i.e., due to religious holidays etc.	Yes – removed	The current proposal provides a range of training dates and alternative training methods that would be suitable to accommodate this. Dietary requirements will also be checked when delivering face to face training.
Sexual orientation – includes gay, lesbian, bisexual and straight people. – Assumptions may be made about a members sexual orientation during learning and development.	Yes – removed	Learning and development facilitates and learning materials are carefully reviewed, to ensure that assumptions will not be made with regards to sexual orientation. The LGA ‘inclusive language guide’, as referred to above, will also be promoted upon release which will further support in removing any negative impact to this protected characteristic.

7. Action Plan				
Actions to gather evidence or information to improve NTC’s understanding of the potential impacts on people with protected characteristics and how best to respond to them	Responsible Officer Name	Responsible Officer Service Area	Target Completion Date	Action completed
As part of phase two of the embedding equality programme, the LGA equality framework	Louise Robson	OD&WFD Manager	02/09/2023	in progress

(reporting equality information for members section) will be considered in determining how member profile data can be collected, acted upon and reported.				
Put a process in place to record any leave taken in relation to maternity, paternity, parental, adoption/surrogacy and seek feedback from members.	Louise Robson	OD&WFD Manager	02/09/2023	in progress
Actions already in place to remove or reduce potential negative impacts	Responsible Officer Name	Responsible Officer Service Area	Impact	
The Authority has a Parental Policy, with dependents carers allowance to support members, has outline in the constitution. This policy and allowance is currently under review with a view to proposing additional support arrangements, including a support pack for those on leave due to maternity, paternity, adoption/surrogacy. Facilities are currently being reviewed to reduce barriers if a member needs to attend the council premises with a child. As	Louise Robson	Human Resources	reduce	

<p>such, child/parent parking bays have since been marked. There is also a room by the quadrant canteen to support breast feeding. This contains a comfy chair, fridge, baby chair and baby changing facilities. but further support is being reviewed i.e. baby changing facilities, express milk facilities etc.</p>					
Actions that will be taken to remove or reduce potential negative impacts	Responsible Officer Name	Responsible Officer Service Area	Impact	Target Completion Date	Action completed
<p>To review and potentially release the LGA supporting document upon launch in relation to the use of pro nouns.</p>	<p>Louise Robson</p>	<p>Resources</p>	<p>reduce</p>	<p>01/09/2023</p>	<p>Choose an item.</p>
Actions that will be taken to make the most of any potential positive impact	Responsible Officer Name	Responsible Officer Service Area		Target Completion Date	Action completed
Actions that will be taken to monitor the equality impact of this proposal once it is implemented	Responsible Officer Name	Responsible Officer Service Area		Target Completion Date	Action completed
<p>The members development programme is set and approved for the year and therefore this equality impact has</p>	<p>Alison Miller</p>	<p>Resources</p>		<p>31/03/2024</p>	<p>Choose an item.</p>

considered all elements in relation to this. However, the lead for members development will continually review the equality impact if any ad-hoc additions or changes are made to the members development programme for 2023/24. The lead will also ensure the implementation of any actions outlined within this assessment.				
Date review of EqIA to be completed	Responsible Officer Name	Responsible Officer Service Area		
13/02/2023	Alison Miller	OD Lead, HR, Resources		

8. Outcome of EqIA	
Outcome	Please explain and evidence why you have reached this conclusion:
The proposal is robust, no major change is required	Where there are potential negative impacts adjustments that can be made to enable all members to participate in the members development programme have been identified and will be implemented as required.

9. Corporate Equality Group Member approval	
Do you agree or disagree with this assessment?	Choose an item.
If disagree, please explain why?	
Name of Corporate Equality Group Member	
Date	Click or tap to enter a date.

10. Director approval	
Do you agree or disagree with this assessment?	Choose an item.
If disagree, please explain why?	
Name of Director	
Date	Click or tap to enter a date.

Please return the document to the Author and Corporate Equality Group Member.