

## EQUALITY IMPACT ASSESSMENT – INITIAL SCREENING

EqlAs enable us to consider all the information about a service, policy, practice, or activity from an equalities perspective and then put an action plan in place to achieve the best outcome for our employees and service users. EqlAs analyse how the work that we undertake can impact different groups. This will help us to make better decisions and evidence how we have reached these decisions.

### SECTION 1 – INITIAL SCREENING

Directorate:	Strategic Planning & Resources
Department/Section:	Human Resources
Title of EqlA – Name of Service or Policy Conducted on:	Apprenticeship Strategy
Date of Assessment:	5 <sup>th</sup> October 2022
Assessment carried out by:	C Chisholm

Is this Policy/Service/Project:

Existing ☐

New/Proposed



Changing ☐

Other ☐

Applicable to: Our staff ☒

Our Communities ☐

Other ☐

### PURPOSE AND OBJECTIVES

What are the aims of the service / policy?	This strategy and associated delivery plan align to corporate objective as set out within our People Plan 2022-2026, and seeks to embed and expand apprenticeships as a tool to support workforce planning, workforce development and succession planning
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Who is responsible for the service / policy? Who is responsible for the assessment?	Strategy: ACOSPR/ Senior Head of People
Who implements the policy? Are external contractors involved?	Head of HR and Head of Training & Assurance
Are there any related policies or processes that will need to be changed associated to this one?	This supports our workforce and succession planning arrangements, and recruitment and selection policy and procedure.  Changes required to initial 'Recruitment Requisition' form
To what extent does the service / policy have an impact on people? Who is affected by it and how?	This strategy affects future and existing workforce; future as people may be recruited to the organisation as an Apprentice, existing staff who may complete an apprenticeship programme as part of the development (moving upward or sideways)
What analysis has been done to identify if the service / policy is meeting the needs of all of these groups of people?	Monitoring of existing delivery of apprenticeships, NFCC work regarding apprenticeships in the FRS, national information sources via Government websites

## ESTABLISHING RELEVANCE

In this section you should review the data and evidence above and consider the actual and potential impact of the policy, service, activity or practice on employees, residents, groups and other service users. Findings should be noted in the table below. You should also consider whether the decision will, or is likely to, influence CFB's ability to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act and other relevant legislation.
- Advance equality of opportunity between different groups of people
- Foster good relations between people who share a protected characteristic and those who do not.

Using the information available, identify the impact of this service / policy in relation to people across the Protected Characteristics:

Protected characteristics groups from the Equality Act 2010	Negative Impact	Neutral Impact	Positive Impact	Explain your answer
<b>Age</b>		X		This strategy is applied equally to all staff regardless of age – age limits for apprenticeships no longer applicable
<b>Disability</b>		X		<p>This policy is applied equally to all staff regardless of disability</p> <p>Depending on the needs of an individual we may need to make reasonable adjustments and work with relevant training providers to ensure staff are not disadvantaged.</p> <p>Positive considerations for reasonable adjustments relating to disability. i.e., alternative use of recording systems e.g. paper, ICT, audio etc</p>
<b>Gender Reassignment</b>		X		The policy is applied equally to all staff regardless of gender reassignment
<b>Pregnancy and Maternity</b>		X		<p>The policy is applied equally to all staff regardless of pregnancy and maternity.</p> <p>Positive considerations for reasonable adjustments. However, managers and all involved in the process should be mindful of any pregnancy related illness and how that might impact on timescales aligned to the apprenticeship programme</p>
<b>Race</b>		X		<p>The policy is applied equally to all staff regardless of race</p> <p>Positive considerations for reasonable adjustments. Consideration to be given to language barriers eg, if English is not their first language . where relevant the training provider may be able to assist with alternative materials, etc</p>
<b>Religion and Belief</b>		X		<p>The policy is applied equally to all staff regardless of religion or belief.</p> <p>During the process colleagues should be mindful of religions</p>

				occasions/festivals.
<b>Gender</b>		X		The policy is applied equally to all staff regardless of gender. All processes should consider/contain appropriate language and pronouns
<b>Sexual Orientation</b>		X		The policy is applied equally to all staff regardless of sexual orientation. All processes should consider/contain appropriate language and pronouns
<b>Marriage and civil Partnerships</b>		X		The policy is applied equally to all staff regardless of marriage and civil partnership
<b>Is a full Equality Impact Assessment required? Yes or No If not, why?</b>	If you have identified a negative potential impact for group, then you must complete a full Equality Impact Assessment. If you have identified a neutral or positive impact on any groups, then no further action is required.			

<b>MONITORING AND REVIEW</b>	
What procedures are in place to monitor the impacts outlined in the analysis?	Head of HR and Training and Assurance, will monitor the application of this strategy and delivery of the relevant apprenticeships, monitor the equality data and will have responsibility to ensure issues outlined in the strategy are met and that any issues identified with the equality of application are addressed.
How often will this take place?	Annually or trigger event
Date of next planned review?	October 2023 (Year 1 of implementation plan)

Proceed to Full EqIA Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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SIGNATURE OF PERSON COMPLETING THIS SCREENING	
Name:	C Chisholm
Job Title:	Senior Head of People
Date:	5 <sup>th</sup> October 2022

SIGNATURE OF LINE MANAGER – MINIMUM HEAD OF DEPARTMENT	
Name:	K Winter
Job Title:	ACOSPR
Date:	11 <sup>th</sup> October 2022

SIGNATURE OF EQUALITY AND DIVERSITY OFFICER – HR DEPARTMENT	
Name:	Ruth Anderson
Date published to internet	