

# Equality Impact Assessment Toolkit

## (March 2017)

### **Section 1: Your details**

**EIA lead Officer:** Suzanne Moore

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**Head of Section:** Suzanne Moore (Head of Organisational Design and Development)

**Chief Officer:** Tony Williams (AD: HR/OD)

**Directorate:** Resources

**Date:** 29<sup>th</sup> January 2021

### **Section 2: What Council proposal is being assessed?**

Apprenticeship Strategy. Apprentice first approach to recruitment

This involves consideration of whether a proportion of current and future vacant posts can be converted to trainee roles / apprenticeships to develop talent / skills. Not all posts will be suitable for conversion and it is important a balance is struck between ensuring suitable levels of experience within Council and development opportunities. It is anticipated various levels of apprenticeship / pay will be brought in to reflect different levels of apprenticeships (entry – medium – higher) and varying nature of responsibilities associated with different trainee/ apprenticeship posts.

### **Section 2a: Will this EIA be submitted to a Cabinet or Committee meeting?**

**Yes / No**

**If 'yes' please state which meeting and what date**

No – for internal purposes / planning only or SLT

**Please select hyperlink to where your EIA is/will be published on the Council's website**

<https://democracy.wirral.gov.uk/ecCatDisplay.aspx?sch=doc&cat=13797>

<https://www.wirral.gov.uk/communities-and-neighbourhoods/equality-impact-assessments>

<https://wbcnet.wirral.gov.uk/learning-development> - Learning and development intranet page.

**Section 3:** Does the proposal have the potential to affect..... (please tick relevant boxes)

- Services**
- The workforce**
- Communities**
- Other** (please state eg: Partners, Private Sector, Voluntary & Community Sector)

If you have ticked one or more of above, please go to section 4.

- None** (please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 4:**

Could the proposal have a positive or negative impact on any protected groups (age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)?

You may also want to consider socio-economic status of individuals.

Please list in the table below and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
<b>Disability</b>	<p><b>Positive</b> The disability confidence scheme will continue to be used with the apprenticeship first to recruitment process.</p> <p><b>Positive</b> Any successful apprentice recruited who has any workplace adjustments will be assessed fairly in line with the recruitment and selection procedure.</p> <p><b>Negative</b> Information related to apprenticeship posts may not be accessible to all due to the formatting of the information.</p>	<p>Candidates are asked if they have a disability to guarantee an interview if they meet all essential criteria. Appropriate reasonable adjustments will be put in place to support the candidate.</p> <p>All information related to apprenticeships posted on the internet/intranet or any other communications must be accessible</p>			

	<p><b>Negative</b> Apprenticeships include 20% off the job training. This may have an impact on those with disabilities.</p>	<p>to any specific requirements such as dyslexia or those who are visually impaired, in order for them to be able to digest the information clearly and easily. Councils are subject to Web Content Accessibility Guidelines (WCAG) which set out legal obligations and good practice to make our web content as accessible as possible. We will publish all information in line with WCAG and offer accessible alternatives when this is not possible</p> <p>When attending any formal training and/or learning, we will ensure the provider delivering this makes all resources and learning materials accessible.</p>			
<p><b>Age</b></p>	<p><b>Positive</b> There are no age criteria for undertaking an apprenticeship and so opportunities are open to all and our current apprentices within the organisation are of a diverse age group.</p> <p><b>Positive</b> OD will deliver interview sessions for care leavers to raise the skills and confidence of care leavers applying for apprenticeship roles at the Council.</p>	<p>To dispel the myth that apprenticeships are suited to younger people, a variety of awareness sessions will be delivered.</p>			

	We will also provide additional support to care leavers while studying for their qualification.				
<b>Gender</b>	<p><b>Positive</b> All invites to interviews are given at least five days notice, this allows enough time for care leavers and any other candidate to prepare for the interview.</p> <p><b>Negative</b> Any employee or potential employee that are Working Carers may not be able to attend interviews at short notice due to their caring responsibilities.</p> <p><b>Negative</b> With 20% off the job training, this may be difficult to those who have caring responsibilities.</p>	<p>HR to monitor if non- attendance to interviews due to caring responsibilities are to provide an alternative date. Consider holding interviews at a time to suit candidates caring responsibilities needs</p> <p>Managers and OD to discuss training requirements with caring requirements to ensure they are able to study within suitable work times.</p>			
<b>Race</b>	<p><b>Negative</b> Advertising of apprentices may not capture a wide net of people from different backgrounds.</p>	<p>Advertise in a variety of different ways and publications. We would also target Wirral Change, Irish Community Care and Wirral Multicultural Organisation, among others.</p>			
<b>Religion or Belief</b>	<p><b>Positive</b> Interviews, working arrangements and</p>				

	training will take account and respect any cultural and/or religious observances.				
<b>Pregnancy/Maternity</b>	<b>Negative</b> Studying for apprenticeship can take a number of years, this may have a detriment on any woman who commences maternity leave during studying for their qualification.	We will work with apprenticeship providers to defer any studying until the woman has returned from maternity leave.			
<b>Marriage and Civil Partnership</b>	<b>Neutral</b> There are no underlying factors that could impact on this group				
<b>Sexual Orientation</b>	<b>Neutral</b> There are no underlying factors that could impact on this group				
<b>Gender Reassignment</b>	<b>Neutral</b> There are no underlying factors that could impact on this group				
<b>Socio-economic</b>	<b>Positive</b> The apprenticeship first to recruitment approach will offer an attractive salary which will be higher than the foundation living wage in most cases.				

**Section 4a: Where and how will the above actions be monitored?**

OD and HR will monitor accordingly.  
Councils HR system (self-serve) records reasonable / workplace adjustments

**Section 4b: If you think there is no negative impact, what is your reasoning behind this?**

n/a

**Section 5: What research / data / information have you used in support of this process?**

The apprenticeship first approach to recruitment is a strand of the apprenticeship strategy. By using this approach we aim to reduce inequalities and create opportunities for all. This is in line with our current Wirral Plan 2025.

**Section 6: Are you intending to carry out any consultation with regard to this Council proposal?**

YES

If 'yes' please continue to section 7.

If 'no' please state your reason(s) why: this is an internal only campaign to ascertain any potential impacts the learning and development sessions may have on protected groups.

(please stop here and email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing)

**Section 7: How will consultation take place and by when?**

Public consultation on this proposed budget implication from December 2020 – 22 January 2021 which included online and virtual community outreach consultation

Before you complete your consultation, please email your preliminary EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer in order for the Council to ensure it is meeting

it's legal publishing requirements. The EIA will need to be published with a note saying we are awaiting outcomes from a consultation exercise.

Once you have completed your consultation, please review your actions in section 4. Then email this form to your Chief Officer who needs to email it to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) for publishing.

**Section 8: Have you remembered to:**

- a) **Select appropriate directorate hyperlink to where your EIA is/will be published** (section 2a)
- b) **Include any potential positive impacts as well as negative impacts?** (section 4)
- c) **Send this EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer?**
- d) **Review section 4 once consultation has taken place and sent your updated EIA to [engage@wirral.gov.uk](mailto:engage@wirral.gov.uk) via your Chief Officer for re-publishing?**