

Equality Impact Assessment Screening Tool

Equality Impact Assessments help the Council to comply with its public sector duty under the Equality Act 2010 to have due regard to equality implications. EIAs also help services to be customer focussed, leading to improved service delivery and customer satisfaction.

The Council understands that whilst its equalities duty applies to all services, it is going to be more relevant to some decisions than others. We need to ensure that the detail of Equality Impact Assessments (EIAs) are proportionate to the impact of decisions on the equality duty, and that in some cases a full EIA is not necessary.

This tool assists services in determining whether plans and decisions will require a full EIA. It should be used on all new policies, projects, functions, staff restructuring, major development or planning applications, or when revising them.

Full guidance on the Council's duties and EIAs and the full EIA template is available at [Equality Impact Assessments](#).

Proposal/Project/Policy Title	Provision of a Managed Training Provider	
Service Area	Learning & Development	
Officer completing the EIA Screening Tool	Jenny O'Hanlon, Lead L&D Co-ordinator	
Head of Service	Sue Cooper, Head of OD & Change	
Date	22/02/2023	
Brief Summary of the Proposal/Project/Policy Include main aims, proposed outcomes, recommendations/decisions sought.	The proposal is to use a Managed Training Provider so that we can quickly respond to training needs, as it allows access to a wealth of approved providers who have undergone a number of quality checks as part of the onboarding process.	
Protected characteristic	Impact	Description
Age	Positive impact (L)	The successful provider and their associates will be asked to ensure that anecdotes and examples provided within training sessions are inclusive for all ages.
Disability	Positive impact (L)	The successful provider and their associates will need to ensure that

		<p>they think about accessibility. This would also include the training materials that are used within training events, supporting accessibility technologies such as screen readers and subtitles. All delivery will be in accessible buildings or online.</p> <p>Clear records of participants are recorded to ensure that we can report on fair accessibility for training.</p>
Gender re-assignment	Positive impact (L)	The successful provider and their associates will need to ensure that they are inclusive and use gender-neutral terminology where appropriate.
Marriage and civil partnership	Positive impact (L)	Not applicable
Pregnancy and maternity	Positive impact (L)	As required, sessions may need to be repeated so can be accessed at a later date for those who have had a maternity / paternity absence.
Race	Positive impact (L)	<p>The successful provider and their associates will need to ensure examples of scenarios used are representative of the Black, Asian and multi-ethnic community.</p> <p>Clear records of participants are recorded to ensure that we can report on fair accessibility of training.</p>
Religion	Positive impact (L)	<p>When scheduling events, religious holidays will be considered to maximise participation opportunity.</p> <p>Think about the structure of the session to take into account any periods of worship.</p>
Sex	Positive impact (L)	<p>The successful provider will need to ensure examples of scenarios used are representative of both sexes.</p> <p>Clear records of participants are recorded to ensure that we can report on fair accessibility of training.</p>
Sexual orientation	Positive impact (L)	The successful provider and their associates will need to ensure that they are inclusive.

Socio-Economic Disadvantage¹	Not applicable (N/A)	
How visible is this service/policy/project/proposal to the general public?		Low visibility to the general public (L)
What is the potential risk to the Council's reputation? Consider the following impacts – legal, financial, political, media, public perception etc		Low risk to reputation (L)

If your answers are mostly H and/or M = **Full EIA to be completed**

If after completing the EIA screening process you determine that a full EIA is not relevant for this service/function/policy/project you must provide explanation and evidence below.

Training can help to promote a more inclusive culture, where all individuals are valued for their contributions and provided with the support they need to succeed. This can help to reduce stigma and discrimination, and promote a more positive working environment.

The majority of the learning and development that we propose to commission through this portal will be aimed at internal customers (employees and managers). The L&D team will continue to commission trainers who meet the expectations set out in the Council's E&D in Employment policy, which includes ensuring that courses are accessible and meet delegates' needs.

The supplier would also be used to provide training in EDI topics, such as 'Being an Inclusive Leader' or 'Being an Inclusive Team Member'. This would ensure that council staff operate appropriately amongst an equal and diverse workforce, creating a safe space where staff can feel happier in their roles and feel confident in reporting inappropriate or offensive behaviour. This would in turn make staff think about how they provide their service to residents, whether that be in the way they communicate with residents or in how they plan and operate their services for residents.

Equalities questions are included in the process to onboard managed training providers onto the ESPO Framework. The framework also has a comprehensive clause on compliance with legislation to prevent discrimination. Therefore, we can be confident that any trainer we use meet expectations in this area. If there are ever any instances where we receive complaints that a trainer is not aligned with our E&D policy, then we have a route to feed this back via the managed service provider and they would need to address it. We then have the option of continuing with alternative providers, without the delays of further procurement activities.

We can choose to include further questions around Equalities, Diversity and Inclusion into the framework, when going through the tender process.

¹ Socio-Economic Disadvantage is not a protected characteristic under the Equality Act. London Borough of Barking and Dagenham has chosen to include Socio-Economic Disadvantage as best practice.