

Policy Screening Form

Policy Scoping

Policy Title: _Learning & Development Strategy & Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

The Learning & Development Policy is a new document.
The Learning & Development Policy is replacing legacy policies from Armagh, Banbridge and Craigavon.

Intended aims/outcomes. What is the policy trying to achieve?

Both the Learning & Development Policy will outline how learning and development is to be managed within Armagh City, Banbridge & Craigavon Borough Council. The policy will outline the procedures on how training requests will be dealt with.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

No

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

Not directly.
Policy will drive equality of opportunity within training as learning and development opportunities are open to all employees irrespective of section 75 category. The provision of training assistance will be governed by the criteria of need, relevance to organisational objectives, staff development and cost effectiveness.

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?

Niamh Shannon
Learning & Development Manager

Who is responsible for implementation?

Niamh Shannon
Learning & Development Manager

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

N/A

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. staff, service users, other statutory bodies, community or voluntary sector, private sector)

Staff

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

No

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Political opinion	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Racial group	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Age	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Marital status	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Sexual orientation	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Men and women generally	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.

Disability	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.
Dependants	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
Religious belief	N/A
Political opinion	N/A
Racial group	N/A
Age	N/A
Marital status	N/A
Sexual orientation	N/A
Men and women generally	N/A
Disability	N/A
Dependants	N/A

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Political opinion	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Racial group	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Age	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Marital status	Policy has to be reflective of whole workforce and provide equality of opportunity for all	None

	staff with regards learning & development.	
Sexual orientation	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Men and women generally	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Disability	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None
Dependents	Policy has to be reflective of whole workforce and provide equality of opportunity for all staff with regards learning & development.	None

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A
Age	N/A	N/A
Marital status	N/A	N/A
Sexual orientation	N/A	N/A
Men and women generally	N/A	N/A
Disability	N/A	N/A
Dependents	N/A	N/A

3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief	N/A	N/A
Political opinion	N/A	N/A
Racial group	N/A	N/A

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

Policy applies to all staff irrespective of Section 75 Category

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

Strategy & Policy will encourage organisation to continually review its learning methods so that they are suitable for variety of disabilities.

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

Learning and development opportunities are open to all employees irrespective of section 75 category. The Council will continually review its learning methods so that they are suitable for a variety of disabilities. The provision of training assistance will be governed by the criteria of need, relevance to organisational objectives, staff development and cost effectiveness.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people’s daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission’s guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

To be reviewed by HR and Trade Unions on an ongoing basis.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Niamh Shannon	Learning & Development Manager	25 March 2018
Approved by	Position/Job Title	Date

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.