

Equality Impact and Needs Assessment Form



NB: Use the electronic MS Word template. Add additional rows and increase box size as required. Make sure your final document is suitable for publishing.

A) Description

Name of service, function, policy (or other) being assessed

MDL P15 – Improvement in the Identification and Delivery of Learning and Development for all Library Staff

Directorate or organisation responsible (and service, if it is a policy)

EEC - Devon Library & Information Services

Date of assessment (DD/MM/YY)

28th April 2008

Date next assessment due (3 years)

28th April 2011

Names and/or job titles of people carrying out the assessment

Sylvia Jackson, Staff Development & Training Officer

Accountable person (e.g. Head of Service)

Geraint Hughes, Acting Head of Library & Information Services

Date EINA Form approved by accountable person (e.g. Head of Service)

1. What are the aims or main purpose of the service, function or policy? What does it provide and how does it provide it?

AIMS & PURPOSE:

- To improve appraisal return rates
- To create a coherent Library Training Strategy
- To review the DLIS Learning & Development budget so as to re-align with other service areas of the EEC Directorate

2. Location or any other relevant information

50 static and 11 Mobile Libraries, and Library HQ at Great Moor House

3. List any key policies or procedures to be reviewed as part of this assessment.

MDL P15 is part of the overall Modernising Devon's Libraries Project, and should be seen in the context of the overall Project.

4. Who is intended to benefit from the service, function or policy?

The staff of Devon Library & Information Services.

5. Who are the stakeholders? What is their interest?

Senior Managers within Devon Library & Information Services, and within the EEC Directorate, and the Trades Unions.

6. Are there any concerns at this stage which indicate the possibility of negative impacts? For example: complaints, comments, research, outcomes of a scrutiny review.

Devon Library & Information Services has recently completed a review and restructuring process. The new post of Staff Development & Training Officer resulted from this review.

There is the possibility that some staff may complain, either about training which they are asked to attend, or about training opportunities which they are not offered. The creation of a DLIS Training Strategy will set out the training priorities which have been agreed for a specific period of time, using the resources currently available. This will provide an open and transparent Strategy document so that all staff are aware of decisions taken in the training & development arena by the Strategic Management Team (SMT).

B) Relevance

Select **all** that apply:

- 7. Front line service or facility for people.
- 8. Discretion is exercised, or potential for people to experience different treatment or level of satisfaction with the service.
- 9. Employment policy – where discretion is not exercised.
- 10. Employment policy – where discretion is exercised (e.g. recruitment or disciplinary

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Scale of relevance

Low	Section C applies
Medium	
Medium	Sections C & E apply
High	

process).			
11. Evidence at a local, regional or national level of discrimination/inequalities.		High	
12. Major change such as the closure, removal or transfer of a service/provision.		High	
13. Community and regeneration strategies, local area agreements and organisational or directorate/partnership strategies/plans.		High	

(Note: if not relevant, do not complete this form)

Mark 'X' to confirm which strands are relevant to the review:

Age	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>
Gender (men and women)	<input type="checkbox"/>	Race/ethnicity	<input type="checkbox"/>
Trans-gender	<input type="checkbox"/>	Religion/belief	<input checked="" type="checkbox"/>
Sexual orientation	<input type="checkbox"/>	Other (state below)	<input checked="" type="checkbox"/>

Any other (such as Human Rights, people on low incomes and specific sub-strands requiring particular focus such as Travellers and Gypsies, Deaf people):

For the purposes of this EINA, other covers Language and also potential difficulties experienced by staff travelling to training venues given the size of Devon.

C) Information

14. What information (monitoring or consultation data) have you got and what is it telling you? *Required where relevance is Medium or High.*

The post of Staff Development & Training Officer was implemented on 1st December 2007. Since then, information has been gathered on outstanding training needs identified by DLIS staff. This information has been prioritised by Group Managers. Decisions were made by DLIS SMT on the basis of this outstanding need and initial training priorities for the 2008-2009 financial year were agreed. Training is being provided on the basis of these priorities.

Further data will be collected through the current Appraisal round. This will also be an opportunity to review unmet outstanding need and review priorities.

D) Assessment

15. Describe any NEGATIVE impacts (actual or potential):

Strand/community	Impact (<i>how they may be affected</i>). Include assessment of risk (likelihood and severity).
Library Staff	Unable to meet all identified training need due to lack of funding, principally for relief staffing cover. Prioritisation is under way to identify which needs can be met this financial year, and if external funding can be drawn down to increase the amount of training possible.
Age	Given the large number of staff and small T&D budget, it may not be possible to provide all the training identified by staff, taking nearness to retirement, for example, into consideration when assessing the how appropriate particular courses/training opportunities are for that individual.
Disability	It is possible that some venues may be less well suited to those with a disability.
Religion/belief	This could potentially be an issue. For example, if DLIS employed Muslim staff, a training course on a Friday would not be a suitable option for them.
Language	It is possible that staff with English as a second language could need additional support during training or development opportunities.

16. Describe any POSITIVE impacts:

Strand/community	Impact (<i>how they may be affected</i>)
Library Staff	The post of Staff Development & Training Officer for DLIS will: <ul style="list-style-type: none"> • improve the co-ordination of training • create a coherent training strategy • offer wider opportunities to consult on training offered through the evaluation process • explore opportunities to access external funding for training, thereby increasing training opportunities
Disability	When staff are invited to DLIS-run training and development opportunities they are asked if they have any special or dietary needs. This ensures those organising the training are aware of any particular needs, and every effort can be made to accommodate them, and includes, for example, the provision of a signer for a member of staff who is profoundly deaf.

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17. Provide any information about NEUTRAL impacts that have been identified (there is neither a positive or negative impact):

Strand/community	Why there is 'no differential impact'

E) Consultation

18. Did you carry out any consultations? *Required where relevance is High.*

YES

19. Who was consulted? Include your findings in 15, 16 and 17 above.

All DLIS staff were given the opportunity to provide information on their outstanding training needs in December 2007 / January 2008 in discussion with their managers.

20. Describe other research, studies or information used to assist with the assessment and include your findings above:

Information used to assist with the assessment includes the DLIS staffing lists; information from Occupational Health, Managers, and from staff through the current Appraisals process. This information will be incorporated into a balanced Training Strategy.

F) Conclusions

	Action/objective/target OR Justification	Resources required	Timescale	I/R/S/O
a)	Mandatory training – such as Appointed Person First Aid Training	Course fees, travel and subsistence costs, and relief staffing cover for 50 static and 11 mobile libraries	2008/2009 financial year	I & S
b)	Include training & development opportunities to support Section Plans within DLIS, within the current	Course fees, travel and subsistence costs, and relief	2008/2009 financial year	S

	financial constraints	staffing cover for those staff with this need		
c)	Include Corporate training priorities where possible within the current financial constraints	Course fees, travel and subsistence costs, and relief staffing cover for those staff with this need	2008/2009 financial year	S
d)	Set aside funding for Induction training and ad hoc, unplanned training/development opportunities within the programme of training for the year, within the current financial constraints	Course fees, travel and subsistence costs, and relief staffing cover for those staff with this need	2008/2009 financial year	S

(I) Taking immediate effect.

(R) Recommended to Council/Directors through a Committee or other Report*.

(S) Added to the Service Plan.

(O) Added to the Fair for All Programme (as an organisational improvement)**

Send your form to the person responsible for equality in your directorate for publishing on the website at: www.devon.gov.uk/equality_impact_needs_assess.