

## Equality Impact Assessment Report

<b>Name of policy, procedure or function: Learning and Development and PDR</b>				
<b>Service Area: Human Resources</b>	<b>Team Members: Kevin Brewin, Lyn Smith and Sarah Cromie</b>			<b>Date: 27<sup>th</sup> July 2006</b>
<b>Findings</b>				
<p>This EIA has covered both the learning and development programme covered by the Academy as well as the PDR process. Monitoring information is available for quarter one for all training courses that have been provided in house however information further back than that is hard to retrieve. From the monitoring information available it is difficult to pick up any inconsistent patterns in training or PDR take-up across gender, race and disability. Monitoring information of the workforce identifies gaps in senior management representation, this is being addresses in a number of ways outlined in the action plan below. Other actions include how and when training is delivered to ensure variety.</p> <p>The monitoring identified that women on maternity leave don't receive a PDR, therefore, on of the actions has been to ensure a mini PDR is carried out when women return from maternity leave as part of their return to work process.</p>				
<b>Further Actions</b>				
<b>Problem/barrier identified</b>	<b>Actions to overcome problem/barrier</b>	<b>Resources required</b>	<b>Responsibility</b>	<b>Target date</b>
<b>Lack of awareness of course provided</b>	Increase publicity mechanisms for courses and the Academy intranet site	<b>Leaflets / posters</b>	<b>Lyn Smith</b>	<b>30<sup>th</sup> Nov 2006</b>
<b>Lack of representation of BME in management positions</b>	<ul style="list-style-type: none"> <li>• Investigate potential for incentives for underrepresented groups and other factors</li> <li>• ILM has weighted criteria</li> <li>• Look at outside providers to send people on courses.</li> </ul>	<b>All Linked to Future Leaders Programme</b>	<b>Kevin Brewin</b>	<b>31<sup>st</sup> March 2007</b>
<b>Lack of representation of women in management positions</b>	Provide management development opportunities for women within the organisation	<b>Linked to Future Leaders</b>	<b>Kevin Brewin</b>	<b>31<sup>st</sup> March 2007</b>

<b>Flexibility of training times</b>	Need to run courses on different days to ensure people working flexible hours can attend	<b>Academy programme</b>	<b>Lyn / Kevin</b>	<b>1<sup>st</sup> Oct 2006</b>
<b>Women on Maternity missing their PDR</b>	Include in return to work information a mini PDR	<b>PDR Guidelines / Training</b>	<b>Kevin Brewin</b>	<b>31<sup>st</sup> March 2007</b>
<b>Lack of male attendees on Customer Service Training</b>	Monitor customer services induction as it is currently female dominated with not as many male new starters attending	<b>Attendance sheets</b>	<b>Lisa Grant</b>	<b>From 13<sup>th</sup> Sept 2006</b>
<b>Meet the needs of attendees or potential attendees on course</b>	<ol style="list-style-type: none"> <li>1. Include on training request form any access or dietary requirements</li> <li>2. When finding out why people can't attend find out if there are religious reasons</li> </ol>	<b>TRF</b>	<b>Lyn Smith</b>	<b>20<sup>th</sup> Oct 2006</b>
<b>Developing skills of older workforce</b>	Providing up skilling opportunities for older workforce	<b>PDR</b>	<b>All Managers</b>	<b>30<sup>th</sup> April 2007</b>
<b>Support to staff approaching retirement</b>	Targeted training on retirement planning		<b>Lyn Smith</b>	<b>End Nov 2006</b>
<b>Encouraging younger people into the workforce</b>	Apprenticeship courses for younger age groups		<b>Included in PTPS project</b>	
<b>Challenging stereotyping of LGBT people</b>	Awareness training on breaking down stereotypes		<b>Kevin Brewin</b>	<b>Sept 2007</b>
<b>Engaging with the potential workforce of Students at Loughborough University</b>	<ul style="list-style-type: none"> <li>• Links with the University</li> <li>• Alternative working places</li> <li>• Community Challenge work</li> </ul>	<b>Linked to Future Leaders</b>	<b>Kevin Brewin</b>	<b>31<sup>st</sup> March 2007</b>
<b>Lack of awareness of cultural and religious traditions etc</b>	<ol style="list-style-type: none"> <li>1. Cultural awareness training</li> <li>2. Festivals calendar and requirements</li> </ol>		<b>Kevin Brewin Sarah Cromie</b>	<b>31/03/06</b>