

FULL EQUALITY IMPACT ASSESSMENT

Name of Policy, Decision, Strategy, Service or Function, Other: (please indicate)	Apprenticeship Scheme Policy	
Lead Officer Name(s) & Job Title(s) :	Clare Law, HR Manager	
Department/Service Area:	People & Policy	
Telephone & E-mail Contact:	clarelaw@rossendalebc.gov.uk 01706 252447	
Date Assessment:	Commenced: September 2014	Completed: January 2014

We carry out Equality Impact Assessments (EIA) to analyse the effects of our decisions, policies or practices. The EIA should be undertaken/started at the beginning of the policy development process – before any decisions are made.

1. OVERVIEW

<p>The main aims/objectives of this policy¹ are:</p> <p>To refresh the Council's Apprenticeship Scheme Policy.</p> <p>The proposed new policy sets out a targeted approach to the Council's support for young people within its apprenticeship scheme.</p> <p>This impact assessment considers the impact on equality groups.</p>

(Refer to "[EIA Guidance](#)" for details)

Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

<p>The main intended people or groups that will be most affected by this policy are:</p> <p>The scheme is specifically for young people living within Rossendale (in the first instance), aged between 16 and 24 and do not hold a qualification above Level 3.</p>
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(Refer to "[EIA Guidance](#)" for details)

2. FINDINGS / EVIDENCE

¹ Policy refers to any policy, strategy, project, procedure, function, decision or delivery of service.

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FINDINGS/EVIDENCE: The following information/data has been considered in developing this policy/decision (including any consultation or engagement):

Information/data obtained and/or Consultation/engagement carried out (please state who with)	What does this tell us? / What does it say?
<p>The Council's Apprenticeship Scheme Policy & review of best practice / new initiatives etc.</p>	<p>The proposed Apprenticeship Scheme will enable the Council to provide meaningful opportunities for young people to improve their employability and to gain real jobs.</p> <p>It is also noted that there is a gap in the age profile of the Council's work force and there is a need to promote work in local government for young people to facilitate long term diversity.</p> <p>The Council is a significant employer within the area. This policy enables the cross-Council implementation of a programme of apprenticeships for paid work opportunities to gain the knowledge, skills and experience they need in a difficult economic environment, to increase their chances of employment.</p> <p>The proposed policy places emphasis/focuses on young people within Rossendale.</p>
<p>Council's Volunteering Policy</p>	<p>The Council provides work placements/experience opportunities that are non-paid under its Volunteering Policy.</p> <p>The proposed apprenticeship scheme will enhance the Council's commitment to the Volunteering Policy, by providing paid opportunities for young people.</p>
<p>Council Corporate Priority 'Regenerating Rossendale' This priority focuses on regeneration in its broadest sense, so it means supporting communities that get on well together, attracting sustainable investment, promoting Rossendale, as well as working as an enabler to promote the physical regeneration of Rossendale.</p>	<p>The Apprenticeship Scheme will contribute to supporting 'Regenerating Rossendale' priority, that is, the 'regeneration' of people ensuring that they can fulfil their potential, achieve and aspire.</p>

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<p>Council workforce age profile</p>	<p>The age profile of the Council's work force and the need to promote work in local government to young people is noted.</p> <table border="1" data-bbox="753 180 1520 592"> <thead> <tr> <th>Age profile</th> <th>No. of staff</th> <th>Percentage of staff</th> <th>No. office based staff</th> <th>No. manual staff</th> </tr> </thead> <tbody> <tr> <td>16-30</td> <td>23</td> <td>13.45%</td> <td>10</td> <td>13</td> </tr> <tr> <td>31-40</td> <td>28</td> <td>16.37%</td> <td>20</td> <td>8</td> </tr> <tr> <td>41-50</td> <td>45</td> <td>26.32%</td> <td>36</td> <td>9</td> </tr> <tr> <td>51-60</td> <td>57</td> <td>33.33%</td> <td>32</td> <td>25</td> </tr> <tr> <td>61 plus</td> <td>18</td> <td>10.53%</td> <td>8</td> <td>10</td> </tr> <tr> <td></td> <td>171</td> <td>100.00%</td> <td>106</td> <td>65</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Age profile	No. of staff	Percentage of staff	No. office based staff	No. manual staff	16-30	23	13.45%	10	13	31-40	28	16.37%	20	8	41-50	45	26.32%	36	9	51-60	57	33.33%	32	25	61 plus	18	10.53%	8	10		171	100.00%	106	65					
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<p>Local Population age profile</p>	<p><u>Census 2011</u> Those aged 16-24 account for 11% of the local population. This is broadly on par with Lancashire and the Northwest.</p>																																								
<p>Local NEET (Not in Employment, Education or Training) data</p>	<p><u>NEET Analysis Report for the Children's Trust – Rossendale District Report September 2012/3</u></p> <p>Although the report identifies that there has been a reduction in the percentage of NEET (Not in Education, Employment or Training), in Rossendale (14.4% in September 2012 to 8.5% in September 2013) Rossendale has a high percentage of NEET. A commitment to an apprentice scheme would continue to support the local apprenticeship drive and provide the opportunity for more local young people to gain paid employment, on the job training, work experience and a recognised qualification, whilst increasing their employability for the future.</p>																																								
<p>Rossendale Children and Young People's Trust Action Plan / Priorities & Lancashire Improving Futures Programme</p>	<p>It is proposed the Apprenticeship Scheme will contribute to supporting a key Rossendale Children and Young People's Trust local priority (identified by the Joint Strategic Needs Assessment (JSNA) data) - Aspire and Achieve: Reducing the number of NEET young people in Rossendale.</p>																																								
<p>East Lancs Youth Employment Strategy (YES)</p>	<p>The appointment of apprentices within the Council would support a key objective of the NEET Strategy Group for Hyndburn, Rossendale and Ribble Valley and supports the Youth Employment Strategy in the reduction of youth unemployment which links to Rossendale's Children and Young People's Trust NEET priority.</p> <p>The proposed Scheme will help young people to improve</p>																																								

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	their life chances through sustainable employment.
Central / National Youth Employment Initiatives	<p>Nationally, the government wishes to increase the number of apprenticeships on offer and to provide as many opportunities for young unemployed people to gain skills and experience which will improve their employability.</p> <p>The Council has been successfully supporting the Get Britain Working government funded initiative (aimed at NEETS aged between 18-24 year olds) over the last two years; due to the success of the GBW scheme the Council recruited two full time apprentices to join the Corporate Support Team.</p>
Raising Participation Age (RPA)	<p>A national policy agenda, young people now required to remain in education or training until the they are 18 years old.</p> <p>The Apprenticeship Scheme will contribute to supporting this priority providing an alternative option to young people.</p>
Social Policy	The implementation of an Apprenticeship Scheme and provision of developing the knowledge and skills of the apprentices will potentially raise the level of aspirations for young people in the borough and ultimately have a positive impact on mental health/wellbeing and life chances of the apprentices.
Consultation with Management Team	The Management Team was consulted and confirmed agreement to support the Apprenticeship Scheme Policy at the Management Team meeting held 13 th January 2014.
Consultation with Union via JCC	The Trade Unions was consulted and confirmed agreement to support the Apprenticeship Scheme Policy at JCC, held on 30 th January 2014.
Consultation with elected members	<p>The Children and Young Peoples Champion, Cllr Steve Hughes and the Portfolio Holder (Leader of the Council), was consulted and both was supportive of the reviewed policy.</p> <p>The Corporate Overview and Scrutiny Committee will be notified of the policy and the Council's support of young people in the revised Apprenticeship Scheme on 17th March 2014.</p>
The Richard Review (of Apprenticeships) https://www.gov.uk/government/news/the-richard-review-of-apprenticeships	Link for information – A 2012 government commissioned independent review report on the future of apprenticeships.

Add more/delete rows as required - See **EIA Guidance**

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3. EQUALITY IMPACT

Using the table below please indicate whether the policy/strategy/decision has a positive, negative or no impact **from an equalities perspective** on any of the protected equality groups listed below. **Please also give consideration to wider equality of opportunity and community cohesion impacts within and between the groups identified.** See EIA Guidance

Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
Age	Older people	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Negative. It is acknowledged that as a specifically targeted initiative for one defined protected equality group in order to tackle a local issue of employment for young people, there may be an impact on those outside this age range that would not be eligible. It is considered that this targeted equality approach is reasonable justified.	<input type="checkbox"/>
	Younger people and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Positive. This Scheme will specifically target young people (16-24) on the basis that they are some of the most vulnerable in the labour market. It will help them to improve their life chances through sustainable employment.	<input type="checkbox"/>
Disability	Physical/learning/mental health	<input type="checkbox"/>	<input type="checkbox"/>	Apprenticeships are open to all regardless of disability. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input checked="" type="checkbox"/>
Gender Reassignment	Transsexual people	<input type="checkbox"/>	<input type="checkbox"/>	The Scheme will be open to all regardless of gender reassignment. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed	<input checked="" type="checkbox"/>

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Equality	Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
			Scheme.	
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	The Scheme will be open to all regardless of pregnancy and maternity status. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input type="checkbox"/>
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	The Scheme will be open to all regardless of ethnicity. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
	White British	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
	Gypsies & Travellers	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
Belief or Religion		<input type="checkbox"/>	As above.	<input checked="" type="checkbox"/>
Sex	Women	<input type="checkbox"/>	Potential negative- apprenticeship opportunities which are in traditional 'male sector' may not be taken up by females due to stereotyping. To reduce the impact we will promote opportunities to females and encourage Managers to interview females within	<input type="checkbox"/>

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Equality		Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts or reasons why it will be of positive benefit or contribution)	No Impact
				these sector apprenticeship posts.	
	Men	<input type="checkbox"/>	<input type="checkbox"/>	The Scheme will be open to all regardless of sex. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input checked="" type="checkbox"/>
Sexual Orientation	gay men, gay women / lesbians, and bisexual people	<input type="checkbox"/>	<input type="checkbox"/>	The Scheme will be open to all regardless of their sexual orientation. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input checked="" type="checkbox"/>
Marriage and Civil Partnership (employment only)		<input type="checkbox"/>	<input type="checkbox"/>	The Scheme will be open to all regardless of marriage or civil partnership status. No information to date has identified any adverse impact on this protected group as a result of implementing the proposed Scheme.	<input checked="" type="checkbox"/>
Contribution to equality of opportunity		<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Scheme will support equality of opportunity in terms of access to employment and development of skills for young people, as well as and positively contributing to aspiration.	<input type="checkbox"/>
Contribution to fostering good relations between different groups (people getting on well together – valuing one another,		<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Scheme may have a positive impact on enhancing relation, respect and	<input type="checkbox"/>

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Equality	Positive Impact (It could benefit)	Negative Impact (It could disadvantage)	Reason and any mitigating actions already in place (to reduce any adverse /negative impacts <u>or</u> reasons why it will be of positive benefit or contribution)	No Impact
respect and understanding)			understanding of/between younger people and older people within the work place.	
Human Rights http://intranet/site/scripts/documents_info.php?categoryID=86&documentID=251	<input type="checkbox"/>	<input type="checkbox"/>	All Council decisions will be compliant with the Human Rights Act 1998.	<input checked="" type="checkbox"/>

4. OUTCOME OF EIA – COURSE OF ACTION TO BE TAKEN

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What course of action does this EIA suggest you take? More than one of the following may apply	Please indicate
<p>Outcome 1: No major change required. The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.</p>	<p style="text-align: center;"><input checked="" type="checkbox"/></p> <p>This is a targeted initiative for a specific protected equality group 'young people' and therefore determine that there will be no significant adverse or disproportional impact. It is considered there is objective justification where possible impact is identified. It is believed that this Scheme will create apprenticeship and employment opportunities for those young people who are currently unemployed or NEET throughout the borough. This should have a positive impact on the skillset and diversity of the local labour force.</p>
<p>Outcome 2: Adjust the policy to remove barriers identified by the EIA or better promote equality. Are you satisfied that the proposed adjustments will remove the barriers identified? If there is a negative impact identified, you must consider (and evidence/record) what mitigating actions you have or will put in place to reduce the negative impact where/if possible, and to enhance the positive impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Outcome 3: Continue the policy despite potential for negative impact or missed opportunities to promote equality identified. You will need to ensure that the EIA clearly sets out the justifications for continuing with it. You should consider whether there are sufficient plans to reduce the negative impact and/or plans to monitor the actual impact. This might include any partnership discussions/working that needs to be undertaken. Complete EIA Action Plan as appropriate.</p>	<p style="text-align: center;"><input type="checkbox"/></p>
<p>Outcome 4: Stop and rethink the policy when the EIA shows actual or potential unlawful discrimination or significant negative impact that can not be justified or mitigated against. <u>You must speak to the People and Policy Team immediately</u></p>	<p style="text-align: center;"><input type="checkbox"/></p>

If a negative impact as been identified and there are no sufficient mitigating actions in place or planned. Please see the guidance and you must speak to/ see advice from your Head of Service or the People and Policy Team.

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5 . EIA ACTION PLAN & REVIEW

Based on the impact assessment, findings/evidence and outcomes identified above, please complete the Action Plan below – these should be actions arising as a result of undertaking the EIA.

The Action Plan should address (not exhaustively):-

- Any gaps in findings/evidence research including any consultation or engagement regarding the policy and its actual/potential affects.
- How you will address any gaps.
- What practical changes/action will help reduce any negative impacts that you have identified.
- What practical changes/action will help enhance any positive contributions to equality.

Further Actions Required: Yes No x

EIA Action Plan

Issue	Action required	Lead officer	Timescale

Please add more rows if required.

Actions arising from the Impact assessment should form part of the business planning process for service areas.

Monitoring & Reviewing the Effect of the Policy

Please state how you will monitor the impact and effect of this policy and where this will be reported:

As per the Apprenticeship Scheme Policy it will be the responsibility of the People and Policy Team to manage the recruitment process, identify suitable apprenticeship framework, monitor and evaluate the Apprenticeship Scheme.

The recruitment of Apprenticeships will be reported in the Annual Equality Report.

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INTERNAL ONLY

MANAGEMENT ACTION REQUIRED (to be completed by the relevant Head of Service following Management Team / Programme Board review)

- Outcome of EIA agreed/approved by Management Team / Programme Board :
Yes No
- Referred back to Assessor/Author for amendment : (date)
- Published/made publicly available on: (date)

Signed:..... (Head of Service / Director) Date:

Date of Review²:

[To be completed by the lead officer]

² This date will be set on an annual basis as default for review unless otherwise specified by you.

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