

**APPRENTICESHIP POLICY
 HaRD 062**

EQUALITY IMPACT ANALYSIS

Policy / Project / Function:	Apprenticeship Policy								
Date of Analysis:	August 2015								
This Equality Impact Analysis was completed by: (Name and Department)	Workforce service								
What are the aims and intended effects of this policy, project or function ?	The Apprenticeship Programme is a combination of paid work and study to gain recognised industry qualifications. Apprentices will work alongside qualified and experienced staff to gain the confidence and work skills essential to support the quality of services demanded throughout the CCG, and build apprentices' work experience in readiness for seeking substantive employment								
Please list any other policies that are related to or referred to as part of this analysis?	Learning and Development Policy Statutory and Mandatory Training Policy Recruitment and Selection Policy								
Who does the policy, project or function affect ? Please Tick ✓	<table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Employees</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: right;"><input checked="" type="checkbox"/> (potential employees)</td> </tr> <tr> <td>Other (List Below)</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/> (potential employees)	Other (List Below)	<input type="checkbox"/>
Employees	<input checked="" type="checkbox"/>								
Service Users	<input type="checkbox"/>								
Members of the Public	<input checked="" type="checkbox"/> (potential employees)								
Other (List Below)	<input type="checkbox"/>								

	Could this policy have a positive impact on...		Could this policy have a negative impact on...		Is there any evidence which already exists from previous (e.g. from previous engagement) to evidence this impact
	Yes	No	Yes	No	
Race	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See assessment test
Age	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See assessment test
Sexual Orientation		✓	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has a neutral impact.
Disabled People	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See assessment test
Gender	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	See assessment test
Transgender People	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has a neutral impact.
Pregnancy and Maternity	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has a neutral impact.
Marital Status	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has a neutral impact.
Religion and Belief	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	This has been considered and has a neutral impact.
Reasoning					

Equality Impact Analysis: Local Profile Data

Local Profile/Demography of the Groups affected as at Jan 2015

General	Total number of employees in the CCG is 28
Age	75% are aged 30-55 21.43% of staff are over 55 3.57% of staff are under 30
Race	89.29% staff employed in the CCG are White 3.57% staff are Black 3.57% staff are Asian 3.57% of staff have not stated/undefined their ethnicity
Sex	46.43% staff employed are male 53.57% staff employed are female
Gender reassignment	No information at this stage
Disability	89.29% of staff employed declared themselves as having no disability 10.71% did not declare /undefined No staff have declared a disability
Sexual Orientation	89.29% of staff described themselves as heterosexual 10.71% did not wish to respond /undefined
Religion, faith and belief	Christianity is the largest religious group declared by staff in the CCG (50%) 25% declared themselves Atheist 17.87% were undefined or did not wish to declare 3.57% of staff have other beliefs/religious beliefs 3.57% of staff declared themselves Buddhist
Marriage and civil partnership	78.58% of employees are married. No employees are in a civil partnership. 3.57% of staff did not wish to declare. 17.85% are single / divorced /legally separated or widowed
Pregnancy and maternity	No information yet as the CCG has not been established long enough to build meaningful data

<p>Is any Equality Data available relating to the use or implementation of this policy, project or function?</p> <p>Equality data is internal or external information that may indicate how the activity being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> 1. Application success rates <i>Equality Groups</i> 2. Complaints by <i>Equality Groups</i> 3. Service usage and withdrawal of services by <i>Equality Groups</i> 4. Grievances or decisions upheld and dismissed by <i>Equality Groups</i> 5. <i>Previous EIAs</i> 	<p>Yes - employee data has been used to support the monitoring of the impact of this policy in the future</p> <p>No <input type="checkbox"/></p> <p>Where you have answered yes, please incorporate this data when performing the <i>Equality Impact Assessment Test</i> (the next section of this document).</p>
<p>List any Consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</p>	<p>Consultation has taken place with Trade Union representatives and employees</p>
<p>Promoting Inclusivity How does the project, service or function contribute towards our aims of eliminating discrimination and promoting equality and diversity within our organisation</p>	<p>This policy should support inclusivity and promote equality actively encouraging apprenticeships in the NHS</p>

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Protected Characteristic:	No Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)		✓		Following research into gender balance commissioned by The Skills Funding Agency (SFA) it was identified that 'While there appears to be a gender balance in Apprenticeships overall, in reality men and women train in markedly different sectors, reflecting and emphasising occupational segregation in the workforce generally'. (source union learn report 2013). The SFA have published this research and discussed equality with their colleges and other training organisations to assure themselves that they were helping the SFA to advance equality in learning. (source 2014 SFA Annual report) Potential positive impact
Race (All Racial Groups)		✓		The participation of BME groups will be monitored and encouraged. Concern about participation nationally has previously been identified by the Skills Funding Agency and research has been carried out. The 2013-14 Annual Report recently stated 'We published research into under-representation by race in Apprenticeships and discussed equality with our colleges and other training organisations to assure ourselves that they were helping us to advance equality in learning' These measures should support a potential positive impact on BME groups.
Disability (Mental and Physical)		✓		Positive impact: Skills Funding Agency Annual Report 2013-14 states 'Our performance on equality in the workforce was recognised by us achieving the 'two tick' disability symbol, which demonstrates our commitment to employ, keep and develop the abilities of disabled staff.' 'We published guidance for colleges and other training organisations on engaging people with learning difficulties and disabilities in workplace learning.'
Religion or Belief	✓			This has been considered and has a neutral impact.

Sexual Orientation (Heterosexual, Homosexual and Bisexual)	✓			This has been considered and has a neutral impact.
Pregnancy and Maternity	✓			This has been considered and has a neutral impact.
Transgender	✓			This has been considered and has a neutral impact.
Marital Status	✓			This has been considered and has a neutral impact.
Age		✓		<u>Positive Impact:</u> Legislation has lifted Age restrictions. The perception may be that it is for younger workers. Recruitment literature encourages applications from all sections of the population and work has already undertaken by the Skills Funding Agency. However an action is identified to ensure this remains.

As a result of performing this analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
Ensure recruitment literature continues to encourage applications from all sections of the population	Regular review of recruitment literature	Workforce	Ongoing	Ongoing

Analysis Rating:	Red	Red/Amber	Amber	<input type="checkbox"/> Green
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		Actions	Wording for Policy / Project / Function
Red Stop and remove the policy	Red: As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . It is recommended that the use of the policy be suspended until further work or analysis is performed.	<p>Remove the policy</p> <p>Complete the action plan above to identify the areas of discrimination and the work or actions which needs to be carried out to minimise the risk of discrimination.</p>	No wording needed as policy is being removed
Red Amber Continue the policy	As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i> . However, a genuine determining reason may exist that could legitimise or justify the use of this policy and further professional advice should be taken.	<p>The policy can be published with the EIA</p> <p>List the justification of the discrimination and source the evidence (i.e. clinical need as advised by NICE).</p> <p>Consider if there are any potential actions which would reduce the risk of discrimination.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason exists which justifies the use of this policy and further professional advice.</p> <p><i>[Insert what the discrimination is and the justification of the discrimination plus any actions which could help what reduce the risk]</i></p>

		Actions	Wording for Policy / Project / Function
<p>Amber</p> <p>Adjust the Policy</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p>	<p>The policy can be published with the EIA</p> <p>The policy can still be published but the Action Plan must be monitored to ensure that work is being carried out to remove or reduce the discrimination.</p> <p>Any changes identified and made to the service/policy/ strategy etc. should be included in the policy.</p> <p>Another EIA must be completed if the policy is changed, reviewed or if further discrimination is identified at a later date.</p>	<p>As a result of performing the analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><i>[Insert what the discrimination is and what work will be carried out to reduce/eliminate the risk]</i></p>
<p>Green</p> <p>No major change</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>	<p>The policy can be published with the EIA</p> <p>Another EIA must be completed if the policy is changed, reviewed or if any discrimination is identified at a later date</p>	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>

Brief Summary/Further comments	<p>As a result of performing the analysis, the policy, project or function does not appear to have any adverse effects on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
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Job Title:	Name:	Date:

