

Equality Impact Assessment (EIA) Report

This form should be completed for each Equality Impact Assessment on a new or existing function, a reduction or closure of service, any policy, procedure, strategy, plan or project which has been screened and found relevant to equality.

Please refer to the 'EIA Report Form Guidance' while completing this form. If you need further support please contact acesstoservices@swansea.gov.uk.

Where do you work?
Service Area:CB&PS
Directorate:Place

(a) This EIA is being completed for a...

Service/ Function <input type="checkbox"/>	Policy/ Procedure <input type="checkbox"/>	Project <input type="checkbox"/>	Strategy <input checked="" type="checkbox"/>	Plan <input type="checkbox"/>	Proposal <input type="checkbox"/>
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(b) Please name and describe below...
Corporate Apprentice & Trainee Strategy

(c) It was initially screened for relevance to Equality and Diversity on 13/06/16

(d) It was found to be relevant to...

Children/young people (0-18) <input checked="" type="checkbox"/>	Religion or (non-)belief..... <input type="checkbox"/>
Any other age group (18+)..... <input checked="" type="checkbox"/>	Sex..... <input type="checkbox"/>
Disability <input checked="" type="checkbox"/>	Sexual orientation <input type="checkbox"/>
Gender reassignment <input type="checkbox"/>	Welsh language <input checked="" type="checkbox"/>
Marriage & civil partnership <input type="checkbox"/>	Poverty/social exclusion..... <input checked="" type="checkbox"/>
Pregnancy and maternity <input type="checkbox"/>	Carers (inc. young carers) <input checked="" type="checkbox"/>
Race <input type="checkbox"/>	Community cohesion <input checked="" type="checkbox"/>

(e) Lead Officer

Name: Martin Nicholls

Job title: Director of Place

Date (dd/mm/yyyy):20/06/16

(f) Approved by Head of Service

Name: Martin Nicholls

Date (dd/mm/yyyy): 20/06/16

Section 1 – Aims (See guidance):

Briefly describe the aims of the initiative:

<p>What are the aims? To outline the proposed corporate apprentice and trainee strategy, along with the timeline for the project implementation.</p>
<p>Who has responsibility? Heads of Service, Directors, Stakeholders, Authority wide departmental representatives</p>
<p>Who are the stakeholders? Public/Young People/Schools/Local Authority</p>

Section 2 - Information about Service Users (See guidance):

Please tick what information you know about your service users and provide details/evidence of how this information is collected.

Children/young people (0-18)	<input checked="" type="checkbox"/>	Carers (inc. young carers)	<input checked="" type="checkbox"/>
Any other age group (18+).....	<input checked="" type="checkbox"/>	Race.....	<input type="checkbox"/>
Disability	<input checked="" type="checkbox"/>	Religion or (non-)belief.....	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sex.....	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity.....	<input type="checkbox"/>	Welsh language	<input checked="" type="checkbox"/>

What information do you know about your service users and how is this information collected?

Service users are those who will apply for traineeships/apprenticeships. Departments within the Authority will hold specific information on the requirements of their service users and information will be made available as and when required.

Any Actions Required?

- As listed in Action Plan (Appendix A of Strategy)

Section 3 - Impact on Protected Characteristics (See guidance):

Please consider the possible impact on the different protected characteristics. This could be based on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

	Positive	Negative	Neutral	Needs further investigation
Children/young people (0-18)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Any other age group (18+)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pregnancy and maternity	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Race	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Religion or (non-)belief	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sex	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	➔ <input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Welsh language	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carers (inc. young carers)	➔ <input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thinking about your answers above, please explain in detail why this is the case.
The strategy is aimed at the age ranges specified. The strategy also aims to address the lack of awareness and cross authority working to achieve and improve outcomes.

What consultation and engagement has been undertaken (e.g. with the public and/or members of protected groups) to support your view? Please provide details below.
Consultation & engagement to be rolled out in line with the strategy.

Any actions required (to mitigate adverse impact or to address identified gaps in knowledge).

- See Appendix A
- Any further actions which may arise from consultation – actions identified will be added to the action plan.

Section 4 - Other Impacts:

Please consider how the initiative might address the following issues.

You could base this on service user information, data, consultation and research or professional experience (e.g. comments and complaints).

Foster good relations between different groups	Advance equality of opportunity between different groups
Elimination of discrimination, harassment and victimisation	Reduction of social exclusion and poverty

(Please see the specific Section 4 Guidance for definitions on the above)

Please explain any possible impact on each of the above.

Positive impacts on all four groups

What work have you already done to improve any of the above?

Authority wide working group developed to share good/best practice and address weak areas.

Is the initiative likely to impact on Community Cohesion? Please provide details.

Any impact on community cohesion would be of a positive nature as the development of a working group can only be of benefit.

How will the initiative meet the needs of Welsh speakers and learners?

Strategy will be open to all areas of the Council including the Welsh Translation service which provides employment opportunities in an area where skills are short and in an area which will be able to offer an improved internal service.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

- Action Plan - Appendix A
- Anything identified through working group
- Regular Review of Strategy

Section 5 - United Nations Convention on the Rights of the Child (UNCRC):

In this section, we need to consider whether the initiative has any direct or indirect impact on children. Many initiatives have an indirect impact on children and you will need to consider whether the impact is positive or negative in relation to both

children's rights and their best interests

Please visit <http://staffnet/eia> to read the UNCRC guidance before completing this section.

Will the initiative have any impact (direct or indirect) on children and young people? If not, please briefly explain your answer and proceed to Section 6.

Yes, a direct impact of a positive nature

Is the initiative designed / planned in the best interests of children and young people? Please explain your answer.

Best interests of the child (Article 3): The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children. This particularly applies to budget, policy and law makers.

Yes – Work experience/apprenticeships/traineeships. School attendees as well as leavers.

Actions (to mitigate adverse impact or to address identified gaps in knowledge).

- Appendix A
- Review of Strategy
- Continuation of Working Group

Section 6 - Monitoring arrangements:

Please explain the arrangements in place (or those which will be put in place) to monitor this initiative:

Monitoring arrangements: Continuation of Working Group

Actions: Review of Strategy

Action Plan to be amended if additional actions arise from working group or from future reviews.

Section 7 – Outcomes:

Having completed sections 1-5, please indicate which of the outcomes listed below applies to your initiative (refer to the guidance for further information on this section).

Outcome 1: Continue the initiative – no concern

Outcome 2: Adjust the initiative – low level of concern

Outcome 3: Justify the initiative – moderate level of concern

Outcome 4: Stop and refer the initiative – high level of concern.

For outcome 3, please provide the justification below:

For outcome 4, detail the next steps / areas of concern below and refer to your Head of Service / Director for further advice:

Section 8 - Publication arrangements:

On completion, please follow this 3-step procedure:

- 1. Send this EIA report and action plan to the Access to Services Team for feedback and approval – accesstoservices@swansea.gov.uk**
- 2. Make any necessary amendments/additions.**
- 3. Provide the final version of this report to the team for publication, including email approval of the EIA from your Head of Service. The EIA will be published on the Council's website - this is a legal requirement.**

Action Plan: Please also see Appendix A

Objective - What are we going to do and why?	Who will be responsible for seeing it is done?	When will it be done by?	Outcome - How will we know we have achieved our objective?	Progress
Develop and authority wide apprentice and trainee strategy to maximise opportunities for young people	Director of Place	In line with action plan, included in Appendix A of the main report, initial strategy to be completed by February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Awareness raising and promotion of the intended scheme throughout the Authority	Director of Place	From July to September 2016	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Resourcing	Director of Place	October 2016	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Develop policy	Director of Place	From October 2016 to January / February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Develop processes for placing people	Director of Place	From October 2016 to January / February 2017	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Developing a Supply of Candidates	Director of Place	From February 2017 onwards	Performance indicators to be developed in the early stages of strategy implementation	Due to commence following cabinet approval.
Target Setting	Director of Place	After initial pilot year	Performance indicators to be reviewed	Due to commence following initial pilot year

* Please remember to be 'SMART' when completing your action plan (Specific, Measurable, Attainable, Relevant, Timely).