

Community Impact Assessment

Checklist & Signature Sheet

This should be commenced at the start of the Community Impact Assessment (CIA) process.

Name of Strategy/Policy/Service or Function:	Organisational Development Plan
---	---------------------------------

Please check the following steps have been completed before signing below:

- Sections 1 to 4 completed
- Action Plan completed (where appropriated)
- Notified all relevant Officers/Service Areas/Partners

Signed:

Job Title: Human Resources Manager Department: People and Policy

Date commenced Assessment: 20 November 2009 Date completed: 10 December 2009

Received by and date received in the People & Policy Team: 8 December 2009

Please sign the CIA as indicated above, retain a copy and send a copy of the full CIA, including the Action Plan, to:

Liz Murphy
Head of People and Policy
Rossendale Borough Council
Stubbylee Hall
Stubbylee, Bacup
Rossendale
OL13 0DE
lizmurphy@rossendalebc.gov.uk

MANAGEMENT ACTION REQUIRED (to be completed by the Head of P&P)

- Referred back to Assessor for amendment. Date: NA
- Refer to Committee. Specify Committee & Date: NA
- Considered by Community Impact Assessment & Scrutiny Group. Date: 10.12.2009
- Published/made publicly available on. Date Intranet

Signed:..... (Head of P&P) Date:10.12.2009

Date of Review¹: 1.12.2010

¹ This date will be set on an annual basis as default for review unless otherwise specified by you.

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 1 of 12	

Community Impact Assessment Form

Name of Strategy/Policy:	Organisational Development Plan	
Officer Name(s):	Jane Reynolds	
Job Title & Location:	HR Manager	
Department/Service Area:	People & Policy	
Telephone & E-mail Contact:	2453 janereynolds@rossendalebc.gov.uk	
Date Assessment:	Commenced: 20 November 2009	Completed: 20 November 2009

1. Impact Assessment – Policy and Target Outcomes

- a) Summarise the main aims/objectives of the strategy, policy, procedure, project or decision (refer to “**Notes for Guidance**” for details).

The Organisational Development Plan is designed to capture and monitor the activities undertaken by the Council in order to increase organisational effectiveness.

- b) Is the policy or decision under review (please tick)

New/proposed

Modified/adapted

Existing

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 2 of 12	

c) Main or intended groups identified as beneficiaries, targets or users of (or affected in any other way) this strategy, policy, project, procedure or decision?
Please specify in box below:

- Customers/citizens of the district
- Targeted/specific groups of customers/citizens (indicate below in [d]).
- Elected Members/Councillors
- Internal colleagues/customers or other public authorities e.g. government agencies
- Community Groups/voluntary sector groups or campaign/interest groups
- Staff/employees (in their contractual position) and/or potential employees/trainees.
- Any other stakeholder e.g. trade unions, contractors, suppliers, district partners, public agencies (not directly under Council control), intermediaries representing interest groups e.g. tenants, developers, legal agencies or third parties.

Main beneficiaries:
Internal colleagues.
There is a positive impact on older people in relation to some of the health and well being initiatives.
There is a positive impact on some employees with a learning disability.

d) Please detail below specific equality groups who will be the main beneficiaries, targets and users of this strategy, policy, project, procedure or decision, or who will be affected in any other way.

Key equality groups as main beneficiaries or affected in any other way (where appropriate):
Internal colleagues.

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 3 of 12	

e) To assist with the assessment you may need to consider collecting the following information, before completing the table in Section 2:

- NATIONAL DATA e.g. surveys, reports, statistics, etc which point up specific areas/issues.
- LOCAL DATA e.g. demographics, service mapping studies & relevant research.
- MANAGEMENT INFO e.g. data collected for operational/financial or other purposes.
- MONITORING DATA e.g. information already available or collected. For example: disability type, age band, gender, location. (ref. existing LPSIs).
- CONSULTATION/CONTACT DATA e.g. user group feedback, representations, specific consultation events etc.
- CUSTOMER COMPLAINT/FEEDBACK e.g. results of investigations, inquiries, elected member cases, normal complaints/compliments etc.
- Views of LSP Officers, independent externals, contractors/suppliers, partners and academia (if relevant).
- OTHER e.g. frontline employee feedback, other research, experiences of other agencies/local authorities, councillors mailbags/surgeries.

Please detail in the box below, the information you have considered to make this decision/recommendation regarding the communities affected by this.

Monitoring data is collated after every training intervention to identify age, race, sex and disability and is held on the Chris 21 payroll system to enable annual monitoring returns and to ensure that training is being offered and accesible to all employees.

Feedback is also sought from delegates to ascertain the effectiveness of the training intervention.

Providers who supply learning events are requested to furnish an equalities statement and every training venue commissioned centrally is requested to provide evidence of how the venue adheres to Equal Opportunity guidance.

Participants are asked for their dietary preferences.

The Council offers a full programme of Equality Training covering all strands Practical programmes through Theatre And have been offered in addition to legisaltive training. Customer Care training during 2009 which was compulsory for all employees addressed the issue of meeting the needs of different customers.

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 4 of 12	

The monitoring data indicates the following profiles from the recorded 821 instances of training events for the period 2008/09 compared to the workforce profile:

	Training Delegate Profile	Workforce Profile *
Gender		
Male	53%	57%
Female	47%	43%
Disability		
Registered Disabled	7%	5%
Not Registered	93%	95%
Ethnicity		
Asian / British Any Other Background	0.97%	0.46%
Bangladeshi	0.97%	0.43%
Pakistani	1.09%	1.74%
White	94%	90.39%
White / Any Other Background	1.7%	1.3%
Not Declared	17%	6.11%

(*The Workforce Profile figures used for comparison are those collated for BVPI statistics and do not include temporary posts under 12 months in duration. This explains the slight differential between the training delegate profiles when compared to the workforce profiles).

Broadly speaking, there is very little variance between the two sets of data indicating that training interventions are accessed relatively equally by individuals who reflect the general workforce profile.

f) Is further consultation, data collection or research still required?

Yes

No

(If yes then complete Action Plan)

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 5 of 12	

Key Actions (note responsible officer(s)):
N/A

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 6 of 12	

2. Impact – Evidence

Using the table below please tick whether you have evidence that the policy/strategy/decision has a negative, positive or neutral impact **from an equalities perspective** on any of the equality groups listed below. **Throughout this document please also give consideration to the wider community cohesion impacts within and between the groups identified.**

		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Gender	Women	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Men	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Race (Ethnicity or Nationality)	Asian or Asian British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Black or black British people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese or other ethnic people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Irish people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	White people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Chinese people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Other minority communities not listed above (please state)	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Disability	Physical/learning/mental health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Specific learning interventions are being planned to help those employees who may have learning disorders (through the implementation of the Skills Award Project).	<input type="checkbox"/>
Sexuality	Lesbians, gay men and bisexuals	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Gender Identity	Transgender people	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Age	Older people (60+)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Older people are being actively	<input type="checkbox"/>

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 7 of 12	

		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
				targeted to open up learning interventions for this demographic group - for example the OD Plan notes the launch of a Health & Wellbeing Programme which will have many interventions aimed at older colleagues.	
	Younger people (17-25), and children	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The OD Plan makes provision for the adoption of wide spread work placements throughout the organisation which specifically target younger people.	<input type="checkbox"/>

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 8 of 12	

		Positive Impact – (It could benefit)	Negative Impact – (It could disadvantage)	Reason	Neutral Impact (Neither)
Belief	Faith groups *	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Other Groups (e.g. carers, rurally isolated, gypsies & roma travellers, people on low incomes)		<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Notes:

* Faith groups cover a wide range of groupings, the most common of which are Muslims, Buddhists, Jews, Christians, Sikhs, Hindus. Consider faith categories individually and collectively when considering positive and negative impacts

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 9 of 12	

3. Impact – Nature/Type

- a) Could you further improve the strategy, project, policy, procedure or decision's positive or neutral impact? If "Yes", this should be detailed in the Action Plan.

YES NO

- b) You need to think about how you can mitigate any adverse or negative impact(s) of the proposal, or how you might use the policy, strategy, project, procedure or decision to promote a positive impact. You must consider whether you have identified that this proposal has a:

High Impact: that the policy, project or decision will have a high, negative impact i.e. that it may be or is unlawfully discriminating against some groups, you will have to take immediate action to mitigate this.

OR:

Lower Impact: the policy, project or decision will have a negative or adverse impact (that may not be lawful). You will also need to consider what changes you could make to remove this impact.

If you have identified adverse impact you must determine whether you will recommend that the Council should:

- Change the policy/decision, stating what the changes should be
- Revise the policy/decision, stating the revisions
- Consult further if you feel that you do not have enough information.

Actions arising from the impact assessment should form part of the Service Planning Process.

Key Actions:
CIA to form part of the Skills Award Project Workload - as each operational team is taken through the Skills Award process, a CIA will be carried out to ensure that all service areas and the employees therein have equal access to training interventions. All training venues are required to be accessible from an Equalities perspective
All candidate are offered the opportunity to make dietary requests
All Trainers on behalf of Rossendale Borough Council are required to meet the Equality requirements in relation to contractors.
Different styles of development are offered to meet the different requirements of development .

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 10 of 12	

4. Impact Assessment - Summary

Key Findings

Please list the major outcomes/results/findings of this assessment in relation to equality which require action by the Council detailing these in the Action Plan at the back at this document. If no specific actions have been identified please detail your key findings below:

Key Findings:

The outcome of this CIA is to include a specific item on the Skills Award task list for each operational area to carry out a CIA review for each of their areas as they move through the Skills Award process.

5. Impact Assessment – Further Action

Please give the details of the monitoring/evaluation/review process that has/will be set up to check the successful implementation of the policy, project, strategy or decision including improved outcomes/impact and identify the review date.

Evaluation/ monitoring/ review process:

The OD Plan is reviewed annually.

Review Date: December 2010

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 11 of 12	

6. IMPACT ASSESSMENT ACTION PLAN

Please list below any recommendations for action that you plan to take as a result of this impact assessment (refer to Sections 3 & 4).

Issue	Action required	Lead officer	Timescale	Resource implications	Comments
CIA does not currently form part of the Skills Award project plan.	Complete CIA for each operational area that undertakes a Skills Award review and ensure CIA is noted on the project plan as an operational action.	Jane Reynolds	To be determined by Skills Award project roll out.	Officer time	

Responsible Section/Team	People Team	Version	Final
Responsible Author	HR Manager, OD	Due for review	30 Nov 2010
Date last amended	30 Nov 2009	Page 12 of 12	