



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	22/3/13

Name of Policy*
Staff Development Policy

What are the aims, objectives & projected outcomes?

The Staff Development policy is intended to encourage the enhancement of skills, knowledge and practices and the use of structured reflection to enable individuals and teams to identify ways of improving effectiveness of performance. It is intended to allow individuals, groups and teams to identify and discuss development and training which would assist them in their current role, prepare them for future roles and make good use of their talents and aptitudes.

The Conservatoire is committed to the recruitment of suitably qualified staff, to the provision of effective and appropriate induction and to the operation of a culture of continuing development and training for all staff.

This is a new policy	No
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	No
This is an existing policy	Yes

Will the policy have an impact on students, staff or members of the public?	Yes
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	Yes
Are there any aspects of the policy that could contribute to equality or inequality?	Yes

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

<p>Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?</p>	<p>Yes (potentially for individuals to feel disadvantaged if refused a request)</p>
<p>If you answer <u>YES</u> to any of these questions, go on to the full EIA. If you answer <u>NO</u> to all of these questions, please provide appropriate evidence and sign off.</p>	

<p>This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.</p>	
<p></p>	
<p>Senior Manager sign-off</p>	<p>N/A</p>
<p>Date</p>	<p></p>

Please return the completed form to Roz Caplan, Conservatoire Equality and Diversity Officer either by internal mail or by email to: r.caplan@rcs.ac.uk

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	22/03/2013

Name of Policy
Staff Development Policy

What are the aims, objectives & projected outcomes?
<p>The Staff Development policy is intended to encourage the enhancement of skills, knowledge and practices and the use of structured reflection to enable individuals and teams to identify ways of improving effectiveness of performance. It is intended to allow individuals, groups and teams to identify and discuss development and training which would assist them in their current role, prepare them for future roles and make good use of their talents and aptitudes.</p> <p>The Conservatoire is committed to the recruitment of suitably qualified staff, to the provision of effective and appropriate induction and to the operation of a culture of continuing development and training for all staff.</p>

1 SCOPING THE EIA

1.1 Scope of the EIA work

The Staff Development Policy covers all equality strands though these are not referred to within the policy.

The presence of this policy indicates that the Conservatoire is committed to ensuring all staff have the capabilities and sufficient training to undertake their role. The Conservatoire interprets staff development to apply to all staff members of the Conservatoire (ie not just FTE staff but also PTHP staff).

Key stakeholders include Heads of Department, Line Managers, the Learning and Teaching Committee and Human Resources.

Data collection will involve monitoring of staff development applications, both long term and short term applications as well as reviewing Goal Setting/Career Review to investigate how much training comes out of these meetings.

This EIA should be reviewed when this policy is next engaged.

EIA: Conducted by Linsey Miller (Assistant HR Advisor)

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

Race	The policy is unlikely to have an adverse effect on this equality strand.
Religion or belief & non-belief	The policy is unlikely to have an adverse effect on this equality strand.
Disability	The policy is unlikely to have an adverse effect on this equality strand.
Gender	The policy is unlikely to have an adverse effect on this equality strand.
Gender Identity	The policy is unlikely to have an adverse effect on this equality strand.
Sexual Orientation	The policy is unlikely to have an adverse effect on this equality strand.

Age	<p>The policy is unlikely to have an adverse effect on this equality strand though it is recognised that there is the potential for older workers to feel potential discrimination if they are refused funding for staff development due to being closer to retirement age.</p> <p>A search for documentary evidence on the internet in relation to this did not produce anything other than anecdotal evidence.</p>
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2.2 What are the overall trends/patterns in this data?

While there may be some potential for individuals to feel disadvantaged if they are refused staff development, the policy itself does not have an adverse impact on any particular protected characteristics.

Conservatoire data indicates that, in relation to long term staff development, there are 3 females currently enrolled in courses, supported by the Conservatoire and 1 male.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

The Conservatoire has been concentrating staff development resources on the delivery of the new curriculum in the past year. No new applications for staff development funds further or higher education were made during the last academic year except for the continuing support for staff on existing approved development (PhD support).

However, there was on-going staff development activity in specific relation to the individual roles held by staff members.

The main activity was in the area of finance and pensions regulations updating, Immigration and UKBA training, child protection and IT skills.

NB. Include any recommendations in your Action Plan.

3. INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal consultation and Involvement:

(e.g. with other Departments, Staff (including support groups), Students etc

The policy has been approved by the Staff Consultative Forum and the Staff Development Committee.

3.2 External consultation and involvement:

(Strand-specific organisations e.g. charities, local community groups, third sector)

Examined CIPD and EHRC sites for articles on the ways in which belonging to a particular equality strand may inhibit individuals in relation to staff development, however, there was no documentary evidence found to support this.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

No changes to the policy are suggested.

5 ACTION PLANNING AND SIGN OFF

5.1 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	22.03.2013
Compiled by	Linsey Miller, Assistant HR Advisor
Senior Manager sign-off	Jackie Russell, Director of HR
Date to Equality + Diversity Officer	22.03.2013
Date of publication of EIA Report	April 2013
Review date	April 2014

5.3 Publication and Review

Ensure that the EIA including the Action Plan are published alongside your policy/guidance/operational activity.

IMPORTANT - Review, revise and update annually!

ANNEX B - Action Plan for use with Equality Impact Assessments

TITLE

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE