

## Equality impact assessment form

An equality impact assessment should take place when considering doing something in a new way.

Please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to [‘report clearance’](#) (please refer to report writing guidance).

Please keep your answers brief and to the point. Consideration needs to be reasonable and proportionate.

Please also remember that this will be a public document – do not use jargon or abbreviations.

### Section 1: Details

<b>Service</b>	Human Resources
<b>Title and brief description (if required)</b>	Apprentices & the Apprenticeship Levy
<b>New or existing</b>	New
<b>Author/officer lead</b>	Angela Jackson
<b>Date</b>	30.05.17

#### **Does this affect staff, customers or other members of the public?**

**Yes** Please complete the rest of the equality form.

**No** Please return the equality form as above.

### Section 2: Summary

#### **What is the purpose, aims and objectives?**

The purpose of the report is to inform Personnel Committee of the impact of the Apprenticeship Levy on Lancaster City Council.

#### **Who is intended to benefit and how?**

The Apprenticeship Levy affords the Council an opportunity to ensure that Levy funds are used to support the development of new apprentices and upskill existing staff via apprenticeship training.

### **Section 3: Assessing impact**

<b>Is there any potential or evidence that this will or could:</b>		
• Affect people from any protected group differently to others?	Yes	
• Discriminate unlawfully against any protected group?		No
• Affect the relations between protected groups and others?		No
• Encourage protected groups to participate in activities if participation is disproportionately low (won't always be applicable)?		No
• Prevent the council from achieving the aims of its' Equality and Diversity Policy?		No

**If yes, please provide more detail of potential impact and evidence including:**

- A brief description of what information you have and from where eg getting to know our communities data, service use monitoring, views of those affected i.e. discussions or consultation results?
- What does this tell you i.e. negative or positive affect?

Age including older and younger people and children	Whilst apprenticeships are available to individuals of any age, the majority of applications for new apprenticeship posts come from younger people. All posts are advertised widely and applicants are welcomed from all age ranges. Any opportunities for existing staff to undertake an apprenticeship qualification will be based on business need.
Disability	
Faith, religion or belief	
Gender including marriage, pregnancy and maternity	
Gender reassignment	
Race	
Sexual orientation  Including Civic Partnership	
Rural communities	
People on low incomes	

#### **Section 4: Next steps**

**Do you need any more information/evidence eg statistics, consultation? If so, how do you plan to address this?**

Trade Union representatives have been consulted.

**How have you taken/will you take the potential impact and evidence into account?**

The impact of the Apprenticeship Levy will be reviewed regularly.

**How do you plan to monitor the impact and effectiveness of this change or decision?**

The impact of the Apprenticeship Levy will be reviewed regularly.

Thank you for completing this equality impact assessment form, please submit your completed form as an appendix to your committee reports for monitoring and publishing purposes to ['report clearance'](#) (please refer to report writing guidance).