



Equality Relevance Assessment

1. Details of proposal	
Policy title	Providing services in partnership with West Lothian College
Lead officer	Julie Whitelaw - Head of Corporate Services
Date relevance considered	10 September 2013
2. Does the council have control over how this policy will be implemented?	
YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
3. Do you have evidence or reason to believe that this policy will, or may potentially:	
General Duties	Impact on equality (Yes or No)
Reduce or increase discrimination, victimisation or harassment against people covered by the equality protected characteristics?	No
Reduce or increase equality of opportunity between people who share an equality protected characteristic and those who do not?	Yes
Provide opportunity to improve good relations between those who share an equality protected characteristic and those who do not?	Yes
4. Equality impact assessment required? (Two Yes above = full assessment necessary)	
YES	<input checked="" type="checkbox"/> NO <input type="checkbox"/>
5. Decision rationale	
Shared service provision will change the way services are provided and has the potential to impact on the specific outcomes of all learners, including those covered by the protected characteristics. It was highlighted during the relevance assessment that the key elements of shared service relate to marketing, IT and HR. Full assessment is recommended prior to implementation in order to ensure appropriate monitoring systems are in place.	

- **No assessment required – process ends**
- **Assessment required – continue to next section**

Equality Impact Assessment

1. Details of proposal	
Details of others involved	Julie Whitelaw - Head of Corporate Services Kenny Selbie – Equality Officer Sophie McKinney – HR Adviser Hannah Gardner – Equalities Analyst
Date assessment conducted	15/12/14
2. Aims of the proposed change to council policy or resources	
<p>The joint vision between the council and the college is to develop and design high quality integrated service provision which enables maximum resource to be focussed on front line services for learners, the community and the economy.</p> <p>The objectives from service integration and further joint provision would be:</p> <ul style="list-style-type: none">• An innovative redesign of services to improve customer service and responsiveness• An improvement in procurement performance and associated purchase savings• Standardised processes on best practice delivering operational efficiencies for both organisations• Development targets for joint provision to meet National Outcomes. <p>This particular budget measure relates to the sharing of West Lothian College's e-learning platform, moodle with council employees for learning and development purposes.</p>	
3. What equality data, research or other evidence has been used to inform this assessment?	
Evidence was collected from the UK Government's services and information website, gov.uk and AbilityNet, a provider of digital accessibility and assessment services.	
4. Details of consultation and involvement	
The assessment has been subject to scrutiny by representatives of the equality community forums through a specific focus on Delivering Better Outcomes projects as agreed by the council's Corporate Working Group on Equality.	
5. Issues identified and 'protected characteristics' impact (Covering: age; disability; gender; gender identity; pregnancy and maternity; race; religion or belief and sexual orientation equality)	

An equality impact assessment was required on the learning and development aspects of the partnership work to consider any accessibility issues related to the introduction of online technology for council employees. There is the potential for disabled council employees to be at a disadvantage if learning and development opportunities are not as accessible for them as they are for non-disabled employees. Under the Equality Act 2010, you are disabled if you have 'a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities' (gov.uk).

A survey conducted by AbilityNet in 2006, highlighted some of the issues that disabled people face when using a computer. These included problems with changing the size of text for those with vision impairments or dyslexia; missing text labels on navigation links which hindered those using software that reads out labels for you to allow navigation of a website; inability to use interactive 'Flash Videos' for those who cannot use a mouse, are vision impaired or who use speech output or voice recognition software. These issues may hinder or prevent a disabled person from accessing online technology.

6. What measures are in place to monitor the actual impact following implementation?

The Delivering Better Outcomes projects are being monitored by the Modernisation Board during implementation and equality impact assessment is identified as a key enabler for projects.

7. Recommendation

- Implement proposal with no amendments
- Implement proposal taking account of mitigating actions (as outlined below)
- Reject proposal due to disproportionate impact on equality

8. Mitigating actions and additional outputs

West Lothian Council is committed to making reasonable adjustments for disabled workers, as is its duty under the Equality Act 2010, by identifying and removing barriers to accessing services, information and employment opportunities. For example, providing adapted equipment such as keyboards for those with physical impairments. This is captured in the Policy on Equality Employment and Service Provision.

A full EQIA will be required prior to implementation of the shared e-learning platform to highlight and address any accessibility issues for council employees.