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**REPORT TO: EQUALITY AND DIVERSITY CORPORATE ADVISORY FORUM  
OF 24 JANUARY 2014**

**SUBJECT: ONLINE EQUALITY TRAINING**

**BY: EQUAL OPPORTUNITIES OFFICER**

**1. REASON FOR REPORT**

- 1.1 To inform the Equality and Diversity Corporate Advisory Forum of progress towards the delivery of equality training throughout the Moray Council and to ask for assistance with a targeted uptake of equality training.

**2. RECOMMENDATION**

- 2.1 **It is recommended that all line managers are made aware of the online equality training and are asked to ensure their staff complete the online introductory module.**

**3. BACKGROUND**

- 3.1 In December 2011 the Moray Council's equality introductory training went online. The module gives a basic introduction to the Equality Act 2010 and conduct prohibited by the Act such as direct and indirect discrimination, harassment and victimisation. The module takes about 10 to 15 minutes to complete. An email tracking system ensures that completion of the module can be easily monitored.
- 3.2 Since the module went on line, 179 people within the Moray Council have completed the module. The breakdown per department is as follows: Corporate Services 54, Education and Social Care 45, Environmental Services 37, Chief Executive's Office, 26 and Elected Members 17.
- 3.3 Completion of the module by all staff can give some protection to the Moray Council against claims of third party harassment. Although the Enterprise and Regulatory Reform Act 2013 abolished the third party harassment provisions with effect from 1 October 2013 there are still grounds on which employers can be held to account if they fail to prevent third party harassment, either under the Equality Act 2010 or the Protection from Harassment Act 1997.

- 3.4 Apart from whether or not the Moray Council can be held liable, we have to consider that all staff and agents acting on behalf of the Moray Council (for example contractors) represent the Moray Council and their actions reflect on its corporate image and reputation.
- 3.5 It is therefore important that we ensure that all members of staff complete this module as a minimum requirement. For staff who don't have access to online training, alternative arrangements can be made. It is recommended that the relevant line managers contact the Equal Opportunities Officer to arrange a suitable time and venue.
- 3.6 Members of the Equality and Diversity Corporate Advisory Forum are asked to assist the Equal Opportunities Officer to liaise with the line managers of their departments to facilitate a targeted uptake of the online training.

#### 4. **SUMMARY OF IMPLICATIONS**

- (a) **Council / Community Planning Priorities**  
The Moray Council is committed to improving equality of opportunity for all and reducing inequalities in the community.
- (b) **Policy and Legal**  
The recommendations assist in meeting our obligations under the Equality Act 2010 and the Protection from Harassment Act 1997.
- (c) **Financial implications**  
There are no financial implications arising from this report.
- (d) **Risk Implications**  
Ensuring full uptake of the training module can reduce the risks to the Moray Council of discrimination or harassment claims and reduce the risk of reputational damage to the Moray Council.
- (e) **Staffing Implications**  
The module takes about 10 to 15 minutes to complete and the online training can be done at a time that is suitable for staff who have access to a PC. For those who don't have access suitable arrangements will need to be made in consultation with the relevant line managers.
- (f) **Property**  
There are no implications to property.
- (g) **Equalities**  
The proposals assist in meeting our obligations under the Equality Act 2010.

**(h) Consultations**

**5. CONCLUSION**

**5.1** Members of the Equality and Diversity Corporate Advisory Forum are asked to assist the Equal Opportunities Officer to liaise with the line managers of their departments to facilitate a targeted uptake of the online training.

Author of Report: Equal Opportunities Officer

Background Papers:

Ref: 20140124 EDCAF report online equalities training

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Designation: \_\_\_\_\_ Name: \_\_\_\_\_

