

ITEM:

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**REPORT TO: EQUALITY AND DIVERSITY CORPORATE ADVISORY FORUM
ON 27 JUNE 2014**

SUBJECT: EQUALITY TRAINING UPDATE ON PROGRESS

BY: EQUAL OPPORTUNITIES OFFICER

1. REASON FOR REPORT

- 1.1 To inform the Advisory Forum of progress towards the uptake of the online equality introductory module.

2. RECOMMENDATION

- 2.1 **The Equality and Diversity Corporate Advisory Forum is asked to note and consider progress in relation to the equality introductory module.**

3. BACKGROUND

- 3.1 The online equality introductory module was made available on the Moray Council's intranet in December 2011. The module was developed by the Equal Opportunities Officer and Employee Development as an alternative to off-the-shelf training. The way the module has been set up enables monitoring the numbers of staff that have completed the module.
- 3.2 From December 2011 various means of promoting the training have been used with varying degrees of success. By the end of 2013 just under 200 members of staff had completed the course. In May 2014, following a recommendation by the Equality and Diversity Corporate Advisory Forum, an email was sent by the Chief Executive to all the heads of departments, resulting in another 225 completions during May and June of 2014. **Appendix 1** gives a summary of statistics relating to the module.
- 3.3 At its meeting on 24 January 2014 the Equality and Diversity Corporate Advisory Forum set a target that all staff with access to ICT should have the training completed by April 2015. Progress towards this target is to be reviewed in October 2014. At present, 18% of all staff with access to ICT have completed the online training. Progress with recommendations for further actions will be submitted to the Advisory Forum in October 2014.

- 3.4 Following the email by the Chief Executive, there have been requests from various services for the module to be made available in paper format for staff who don't have access to ICT. A draft will be submitted to the Equality and Diversity Corporate Advisory Forum at the next meeting.
- 3.5 During May 2014 some technical issues arose with the module which meant that not all the information could be viewed. These issues have now been resolved by ICT.
- 3.6 In conclusion, it is clear that, where managers communicate to their staff that they need to complete the module, the uptake is significantly higher than general communications. For example: emails from the Convener has resulted in 73% compliance by Elected Members and emails from the Customer Services Co-ordinator has resulted in 100% compliance by the Customer Service Team which also sees the highest number of staff that have completed the module twice. In both cases, initial emails were followed up with emails addressed to those that hadn't completed the module after the first.

4. SUMMARY OF IMPLICATIONS

- (a) **Moray 2023: A Plan for the Future/Service Plan**
Moray 2023 states that equality doesn't mean providing a service to everyone but rather to deliver the right type of service to those who need it.
- (b) **Policy and Legal**
Ensuring that all staff have access to and complete the training can help the Moray Council in avoiding liability for unlawful conduct under the Equality Act 2010 committed by its staff.
- (c) **Financial implications**
There are no financial implications to the equality training module. The training has been developed in-house.
- (d) **Risk Implications**
There are no risks associated with this report.
- (e) **Staffing Implications**
The module takes about 10 to 15 minutes to complete.
- (f) **Property**
There are no implications to property.
- (g) **Equalities**
The training module gives an overview of the main elements of the Equality Act 2010.
- (h) **Consultations**

The Equality and Diversity Corporate Advisory Forum and Employee Development were consulted in developing the module. Feedback from staff who have completed the module have been taken into consideration in amending the module.

5. CONCLUSION

- 5.1 The Equality and Diversity Corporate Advisory Forum is asked to note and consider progress in relation to the equality introductory module.**

Author of Report:
Background Papers:
Ref:

Signature: _____

Date : _____

Designation: _____

Name: _____

Appendix 1: Statistics

Since the module was published, 440 people have completed the module. If we disregard duplicates this number sits at 412.

Table 1 gives a breakdown of numbers per service (unique values only)

Count of department		
department	Service	Total
Chief Executive	Admin	2
	Community Planning and Development	7
	Corporate Policy Unit	24
Chief Executive Total		33
Corporate Services	Financial Services	15
	HR and ICT	14
	Legal and Democratic	75
Corporate Services Total		104
Education and Social Care	Admin	2
	Business Support	4
	Community Care	20
	CSS	1
	Development Service	1
	Educational Support Services	18
	Integrated Children Services	1
	Libraries	1
	Social Work	11
	(blank)	10
Education and Social Care Total		69
Elected Member Total		17
Environmental Services	Development Services	38
	Direct Services	42
	Housing and Property	108
	(blank)	1
Environmental Services Total		189
Grand Total		412

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Figure 1 gives the progress over the entire period (included duplicate values)

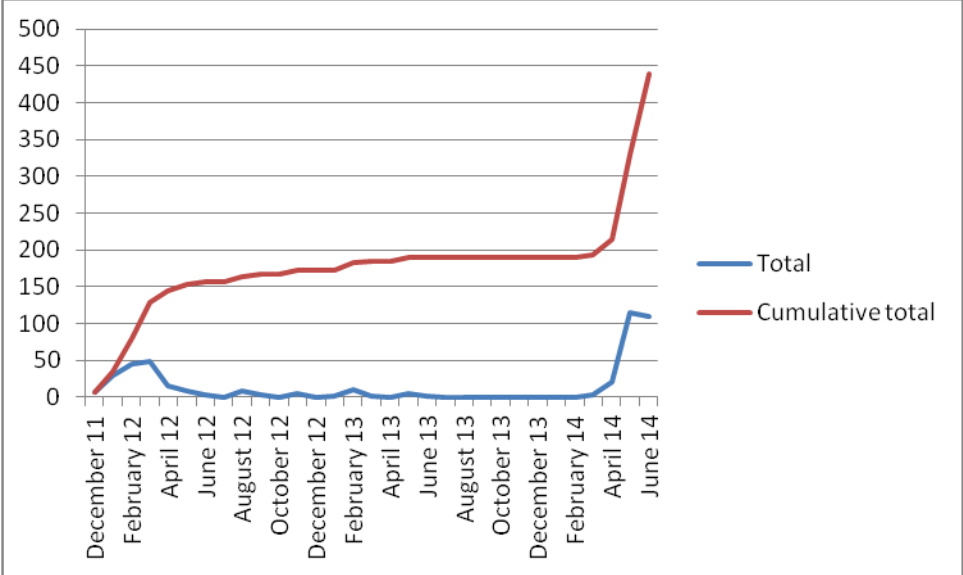
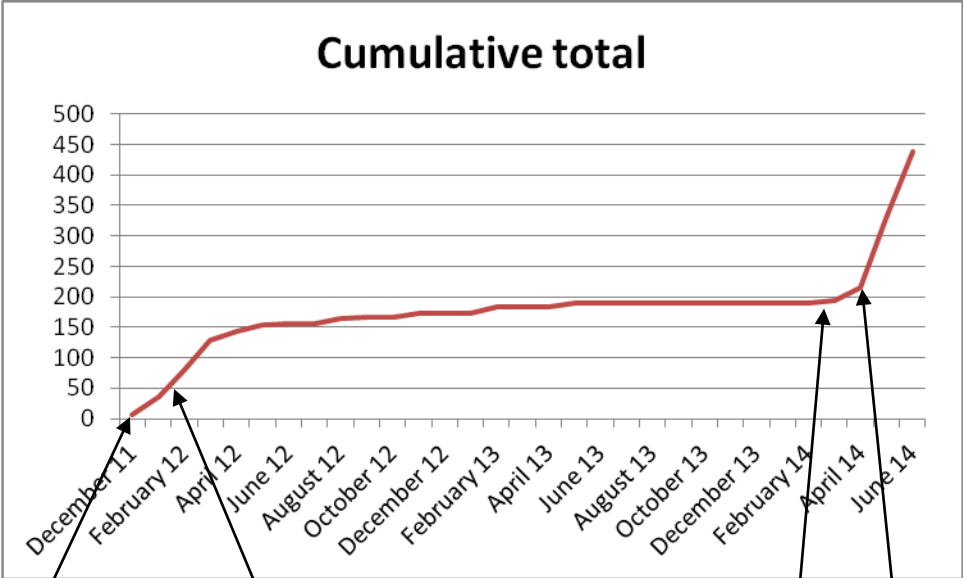


Figure 2 highlights some of the promotional activities against progress.



Module is launched

Notice published on intranet

Email from Pat

Email from Chief Executive

Table 2 gives the response to the various methods of promoting the module.

promotion	Total
EDCAF	32
EDCAF 2/3/2012	16
email 20/2/12	10
email Chief Executive	225
email from Convener	17
email from Margaret Kidd	54
email Pat McLennan	23
email to CSU	3
face-to-face	12
Intranet 2/2/12	38
PSED presentation 27/3/2012	1
unknown	9
Grand Total	440