


# Equality Impact Assessment Record

Date of EIA 7 October 2009

Directorate Children, Young People and Learning

Initial Screening Record		
Activity to be assessed	<b>Governor Services: Service Level Agreement</b>	
What is the activity?	<input type="checkbox"/> Policy/strategy <input type="checkbox"/> Function/procedure <input type="checkbox"/> Project <input type="checkbox"/> Review <input checked="" type="checkbox"/> Service <input type="checkbox"/> Organisational change	
Is it a new or existing activity?	<input type="checkbox"/> New <input checked="" type="checkbox"/> Existing	
Aim / objective / purpose of the activity – who is the activity designed to benefit/target?	<p><b>The purpose of the activity is to: specify the services provided by the Governor Services team for school Governing Bodies. In addition, it sets out the services that are free of charge to Governing Bodies as well as the service standards to be expected.</b></p> <p><b>The activity is designed for: School Governing Bodies</b></p>	
Who is responsible for the activity?	The person/section/team responsible for this policy/function is: Dan Archer, Principal Adviser/Governor Services Manager; Governor Services Team	
Did Step 1: Initial Screening indicate that a full EIA was necessary?	<input checked="" type="checkbox"/> Yes – full EIA completed and recorded below. <input type="checkbox"/> No – full EIA not completed therefore record ends here.	
Full EIA Record		
Who are the members of the EIA team?	Dan Archer, Jackie Mulvey, Anne Hall and Sue Chaston.	
What evidence has been found to indicate that the activity might need to be amended? (Include any consultation undertaken)	<p>The EIA team conducted a review of all the activities outlined in the Governor Services' Service Level Agreement (SLA). The SLA outlines the services to which participating schools are entitled, including the level of advice, support and training on all issues of concern to school governing bodies. 37 schools currently buy into the Governor services SLA. There are some 555 school governors at present; 317 of whom are women and 235 are men (plus 3 unknown). There is a vacancy rate of approximately 9%, which is below the national average of approximately 11%. Very few governors declare themselves to have a disability (0.8%) and only a small percentage is from minority ethnic groups (3.6%). This figure is much lower than the percentage of pupils from minority ethnic groups in the Borough's schools (14.7%). We do not collect data relating to the age of governors, but very few governors come from the 18 – 25 age group.</p> <p>Governing Bodies are regularly updated on any new equalities legislation through briefing meetings for Chairs of Governors and Clerks to Governing Bodies, as well as through a termly publication entitled 'The BFG'. Where training on equalities issues is required, courses are advertised through a termly training programme and discussed at the Link Governors' Forum, a meeting for those governors with a responsibility for governor development, which is held termly. Induction training and the induction materials issued to all new governors include information on the Disability Discrimination Act and the Disability Equality Duty. The Governor Services Team are the point of contact for any governor wishing for advice on equalities duties.</p> <p>Full details of all the services are to be found in the 'Services to Schools: 2007 – 2010' booklet, available on the Bracknell Forest website.</p> <p>Of all the activities, recruitment was identified as a key activity which may need to be amended. The reason for this is the low level of recruitment of governors from minority ethnic groups.</p>	
With regard to the equalities themes, which groups might	<b>Groups Impacted</b>	<b>Groups impacted adversely</b>
	<input type="checkbox"/> Race and ethnicity	<input checked="" type="checkbox"/> Race and ethnicity

<p>be <b>impacted</b> by the activity? Might any of these groups be impacted <b>adversely</b>?</p>	<p><input type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input type="checkbox"/> Age  <input type="checkbox"/> Sexual Orientation  <input type="checkbox"/> Religion or belief</p>	<p><input checked="" type="checkbox"/> Disability  <input type="checkbox"/> Gender  <input checked="" type="checkbox"/> Age  <input type="checkbox"/> Sexual Orientation  <input type="checkbox"/> Religion or belief</p>
<p>What evidence is there to suggest an impact/adverse impact?</p>		<p>Governor Services collects and reports on local data for a variety of purposes. A key source of data is that provided annually for the National Benchmarking of Governor Services.</p> <p>Analyses of data indicate:</p> <ol style="list-style-type: none"> <li>1. There is a low percentage of governors from minority ethnic groups (0.8%) in comparison to the percentage of these groups within the school pupil population (14.7%) and the population of the Borough as a whole.</li> </ol> <p>The Local Authority's schools work hard to improve communication and contact with the parents/carers of children and young people from minority ethnic groups. Despite these efforts, very few schools have successfully managed to recruit either parent or community governors from minority ethnic groups.</p> <p>Similarly, despite a recruitment drive, the Governor Services Team has found it difficult to attract governors from minority ethnic groups.</p> <p>At present all recruitment materials are in English.</p> <ol style="list-style-type: none"> <li>2. There are currently 555 governors across the Borough, 317 of whom are women and 235 are men (plus 3 unknown).</li> <li>3. A very small percentage of governors of Bracknell Forest schools declare themselves to have a disability (0.8%).</li> </ol> <p>The Governor Services Team works hard to eliminate discrimination on the grounds of disability. For example, arrangements are made to ensure access to training venues where attendance by governors with physical disability is known.</p> <p>Applications for governor posts are welcomed from people with disabilities.</p> <ol style="list-style-type: none"> <li>4. Data on the age of governors is not collected.</li> </ol> <p>However, few governors come from the 18 to 25 age group. Governing Bodies have been encouraged to seek to recruit younger members of the community as governors.</p>
<p>On what grounds can impact or</p>	<p>These issues reflect the national picture and are not limited solely to Bracknell Forest.</p>	

adverse impact be justified?	
Is there any current action that addresses issues for any of the groups impacted/adversely impacted?	<p>Governor Services is conducting a recruitment drive to maintain the low level of governor vacancies in the Borough.</p> <p>Chairs of Governors have been briefed on the vacancy situation and encouraged to seek to recruit new governors from under-represented groups.</p> <p>The need for governors is regularly advertised within the Borough.</p>
What changes will you make to the activity reduce or remove any differential/adverse impact?	<p>Increasing recruitment activities designed to attract under-represented groups. Activities will include:</p> <ul style="list-style-type: none"> <li>- recruitment advice, guidance and support to governing bodies;</li> <li>- recruitment banners/displays/materials centrally available for governing bodies to borrow/distribute;</li> <li>- work with Extended Services colleagues, particularly Family Support Advisers, to encourage applications for governor posts from under-represented groups;</li> <li>- direct contact with representative groups from minority ethnic communities such as the Bracknell Forest Minorities Alliance;</li> <li>- Chairs and Clerks of governing bodies to be regularly briefed on recruitment activities, including encouragement for governing bodies to actively pursue the appointment of governors from under-represented groups;</li> <li>- an offer to produce materials in alternative formats, such as large print, Braille etc.;</li> <li>- include equality statements in the Service Level Agreement.</li> </ul>
Into which action plan/s will these actions be incorporated?	Governor Services: Service Level Agreement.
Who is responsible for the action plan?	Dan Archer, Principal Adviser and Governor Services Manager.
Have any examples of good practise been identified as part of the EIA?	No
Has the EIA been published on the Council website?	Yes
Who is the relevant Chief Officer and have they signed off the EIA?	<p>Bob Welch, Chief Adviser, Learning &amp; Achievement, Social Care and Learning Department.</p> <p>Signature.....  .....</p>
Which PMR will this EIA be reported in?	Children, Young People and Learning – 3 <sup>rd</sup> Quarter PMR