

**LIFELONG LEARNING DEPARTMENT  
EQUALITY IMPACT ASSESSMENT ACTION PLAN  
LIBRARIES TRAINING STRATEGY**

| <b>Action Point</b>   | <b>Officer responsible</b>                            | <b>Date for completion</b>   | <b>Evidence of Action</b>  | <b>Outcome</b>   |
|---|---|--|--|--|
| 1. To monitor the training of staff in terms of Council's ethnic categories   | John Skoyles on behalf of the Library Management Team | This is dependent upon the corporate introduction of monitoring for training | Numbers of staff receiving training is broken down by their ethnicity, gender, disability, age and sexuality if these are known. | Data on staff receiving training can be compared to the make up of the total workforce |
| 2. To monitor any complaints received from staff in connection with training and any refusals of training requested | John Skoyles on behalf of the Library Management Team | Monitoring to commence in April 2004   | Log of complaints and refusals available   | Data available to inform future review of the policy                                   |