



# Inclusive Decision-Making in Practice:

Completing Equality Impact Assessments

Carmel McKeogh, APSE Associate

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## Course Brochure

## Course Overview

How do we make the most effective decisions, that are fair and inclusive, if we don't fully understand who these decisions will impact?

This one-day training has been created to give decision-makers practical tools to weigh all the factors involved, showing how an Equality Impact Assessment can help guide better decisions.

Learners will be guided through a series of practical exercises and facilitated group discussions to contextualise key legislation, explaining why impact assessments are useful in supporting fair and inclusive public services.

Whether you're developing a new policy, reviewing an existing one or making key decisions, this course will support you to develop an inclusive mindset, integrating this into your work and ensuring fairer outcomes for all.

## Learning Outcomes

- ❑ Identify and analyse the potential impact of policies, programmes or projects on different people.
- ❑ Understand and explain the purpose, significance and value of Equality Impact Assessments (EIAs).
- ❑ Apply learned concepts through a practical exercise, enhancing your skills in decision-making.
- ❑ Gain awareness of relevant equality laws and regulations in the public sector.

## Who should attend?

Any decision-makers involved in policy development, service design or redesign. Relevant also to Commissioners, Project, HR and Procurement Managers. Scrutiny Officers and Elected Members would also benefit from attending.

## Trainer Profile

**Carmel McKeogh** is the Managing Director of CTM Consulting and a Human Resources professional who leads a management consultancy that supports organisations in creating and embedding a systematic approach to improving organisational effectiveness. This ensures that business strategy, people, and processes align seamlessly.

Carmel specialises in leadership, diversity, and inclusion, helping businesses meet their goals by fostering an inclusive culture where employees can work to their greatest potential. She has collaborated with a range of employers across both the public and private sectors to provide consultancy support.

Carmel has served as a Non-Executive Director and Vice Chair of the Calico Group, where she chaired the Remuneration Committee and is a Non-Executive Director for a charity that supports adults with learning disabilities or those on the autism spectrum in Scotland. Additionally, Carmel has spent eight years providing services to DFN Project SEARCH in the UK, Ireland, and Iberia, developing and supporting programs that help young people with learning disabilities transition into paid employment.

Before establishing her own business, Carmel was the Deputy Chief Executive of Blackpool Council, overseeing Corporate Policy, Marketing and Communications, Information Technology, Human Resources and Organisation Development, and Health and Safety. Prior to that, she was the Head of Human Resources at Stockport Council and led diversity in employment initiatives for Blackburn with Darwen Council. Carmel began her career in Human Resources in retail and later moved to an international marketing company that supported global car manufacturers.

## Course Programme








For further information, please contact [training@apse.org.uk](mailto:training@apse.org.uk)

Please be advised this programme may be subject to change in the future.

09:45 - 10:00	REGISTRATION (and Tech Check)
10:00 - 11:15	<b>UNIT 1: Making Good Decisions</b> <ul style="list-style-type: none"><li><input type="checkbox"/> What constitutes efficient decision-making?</li><li><input type="checkbox"/> Shaping decisions with everyone in mind</li><li><input type="checkbox"/> What is an Equality Impact Assessment (EIA) and how does it help?</li></ul>
11:15 - 11:30	COMFORT BREAK
11:30 - 12:45	<b>UNIT 2: The Value of an EIA in Good Decision-Making</b> <ul style="list-style-type: none"><li><input type="checkbox"/> What is an Equality Impact Assessment and how do we complete them?</li><li><input type="checkbox"/> The legal context</li><li><input type="checkbox"/> Stages of completion</li></ul>
12:45 - 13:15	LUNCH
13:15 - 14:30	<b>UNIT 3: Engaging Communities</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Data sources: local and national</li><li><input type="checkbox"/> Practical tools for engagement including focus groups and depth interviews</li><li><input type="checkbox"/> Removing barriers for more inclusive practices</li></ul>
14:30 - 14:45	COMFORT BREAK
14:45 - 15:45	<b>UNIT 4: Reviewing Decisions for Effectiveness</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Decision effectiveness: what's the outcome?</li><li><input type="checkbox"/> Analysing the differences in experience of the outcome</li><li><input type="checkbox"/> Reflection and action setting</li></ul>
15:45 - 16:00	PLENARY, FEEDBACK AND CLOSE

## In-house - tailored training to meet your needs.

The package includes:

-  A pre-course consultation so we can tailor the course to meet your needs.
-  Trainee Needs Analysis.
-  Customisation of the slide pack.
-  Delivery of the course on a mutually convenient date and time to meet your authority's needs and working patterns.
-  Analysis of trainee feedback, which we share with you.
-  Trainer feedback, if required.
-  Post-course materials on password-protected hidden webpage.

If delivered online, the course is suitable for up to 15 participants and over two half-days or one full day, via Microsoft Teams

If delivered onsite, it is suitable for up to 20 participants. Trainer travel, subsistence and accommodation are charged at cost.

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## About APSE Training

APSE (Association for Public Service Excellence) is a not-for-profit local government think tank, working with over three hundred councils throughout the UK, promoting excellence in public services. As the foremost specialist in local authority front line services, APSE hosts a network of frontline service providers in areas such as waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing, and building maintenance.

APSE Training aims to provide inspiring and impactful lifelong learning and development opportunities, nurturing talent and enabling growth. A broad range of courses are available via the APSE website and as bespoke in-house courses. APSE Training is compliant with APSE's Quality Assurance processes under ISO 9001, ISO 14001, ISO 27001 and GDPR. We are also a Platinum Carbon Literate Organisation, which demonstrates our commitment to raising awareness of the climate crisis.

## Contact us

### The team is ready to help.

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