

APPENDIX 1 - SUMMARY OF STATUTORY AND COMPLIANCE TRAINING NEEDS ANALYSIS BY THEME

1. Equal Opportunities, Diversity and Disability Services

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads	Coll. Prov.	Coll. Dean/ Tutor	PAs	All Staff
Gender and Gender Identity	C	Gender Equality Duty 2007; Related Policy; Gender Equality Action Plan / Scheme	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Race Equality	S	Race Relations Amendment Act 2000; University Race Equality Policy and Action Plan	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Disability Equality	C	DDA; SENDA; Disability Equality Duty / Scheme	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Religion, Belief and Non-Belief	C	Employment Equality (Religion & Belief) Regulations 2003	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sexual Orientation	C	Employment Equality (Sexual Orientation) Regulations 2003	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Age	C	Employment Equality (Age) Regulations 2006	Central * induction; ** online Diversity Module	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

* General awareness training. Further in-depth training provided on demand which could be issue led or response to an individual/ group/department's need

** A different format/materials is used for certain DFM staff with regard to particular topics

2. Financial Services and Procurement

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads	Coll. Prov.	Coll. Dean/ Tutor	PAs	All Staff
Accountability and Audit – Risk Management and Value for Money	C	HEFCE Code of Practice (2004\27). Also part of Better Management	Workshop	✓	✓	N/a	N/a	✓	N/a	N/a	N/a	N/a	N/a
Financial Regulations	C	HEFCE Financial Memorandum; University Financial Regulations; Part of Better Management	Workshop	N/a	✓	N/a	N/a	✓	N/a	N/a	N/a	N/a	N/a
Year End Financial Procedures	C	Year-end Financial Processes	Workshop	N/a	N/a	N/a	N/a	✓	N/a	N/a	N/a	N/a	N/a
Financial Systems / Software	C	Financial Management	Workshop	*✓	*✓	**✓	*✓	*✓	*✓	*✓	*✓	*✓	*✓
Procurement Regulations	C	EU Regulations and UK law. University Financial Regulations	Workshop	**✓	**✓	**✓	**✓	**✓	**✓	**✓	**✓	**✓	**✓

* Users of Agrezzo / ABW

** Any staff member who may be involved in major procurement

3. Employment Matters

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads **	Coll. Prov.	Coll. Dean/Tutor	PAs	All Staff
Recruitment and Selection	C	Discrimination and Employment Legislation; University Policy	Workshop; Online Diversity Module	*✓	*✓	*✓	*✓	*✓	*✓	*✓	N/a	*✓	N/a
Managing Sickness Absence	C	Employment Legislation; University Policy	Workshop	✓	✓	✓	✓	✓	✓	✓	N/a	N/a	N/a
Fixed Term Contracts and Handling Redundancies	C	Fixed Term Employee Regulations; Redundancy Laws; University Policy	Workshop	N/a	✓	✓	✓	✓	✓	N/a	N/a	N/a	N/a
Stress Management	C	Health and Safety Legislation; Case Law; University Sickness Absence Policy; Staff Survey	Workshop	✓	✓	✓	✓	✓	✓	✓	N/a	N/a	N/a

* Those who are involved in a Recruitment Panel

** Only applicable to those Academics who are HODs or PIs unless otherwise indicated

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads **	Coll. Prov.	Coll. Dean/ Tutor	PAs	All Staff
Bullying and Harassment Awareness ***	C	Equality Legislation; Equal Opportunities in Employment Policy; Code of Practice on Harassment	Online Diversity Module; Briefing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Grievance (Awareness)	C	ACAS Code of Practice; Relevant Legislation; University Policy	Workshop; online material	✓	✓	✓	✓	✓	✓	✓	N/a	N/a	N/a
Using Capability and Conduct Procedures effectively	C	University Policy – Capability Procedure	Briefing; online material	✓	✓	✓	✓	✓	✓	✓	N/a	N/a	N/a

** Only applicable to those Academics who are HODs or PIs unless otherwise indicated

*** In addition to introductory information contained in online Diversity module, briefings are available for managers

4. Information Management

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads	Coll. Prov.	Coll. Dean/ Tutor	PAs	All Staff
Data Protection & Freedom of Information, Environmental Information	S	DP Act 1998; FoI 2000; Environment Information Regulations 2004; Associated University Policies	Central induction; online module; briefing	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Records Management	C	University Good Practice	Workshop; online material	N/a	N/a	N/a	✓	✓	✓	N/a	N/a	N/a	N/a
Copyright	C	Copyright, Designs and Patents Act 1998; University Policies and Guides	Workshop; online material	N/a	N/a	N/a	N/a	✓	✓	N/a	N/a	N/a	N/a

5. Research Organisation and Governance

Topic	S or C	Related legislation or University Policy or practice	Suggested format	SMG	HoDs	Sectn Hds	Line mgrs	Dept Admn	Acads	Coll. Prov .	Coll. Dean/ Tutor	PAs	All Staff
Research Support-Costing/Pricing	C	TRAC, fEC	Workshop; online material	N/a	(✓)*	N/a	N/a	✓	✓**	N/a	N/a	N/a	N/a
Research Support-Research Grant Life Cycle	C	Sponsor / Contractual Requirements	Workshop; online material	N/a	(✓)*	N/a	N/a	✓	✓**	N/a	N/a	N/a	N/a
Research Support-Contract Requirements (Practical)	C	University Policy	Workshop; online material	N/a	(✓)*	N/a	N/a	✓	✓**	N/a	N/a	N/a	N/a
Ethical Research Conduct	C	RCUK Initiatives; Sponsor Initiatives; University Policy	Workshop; online material	N/a	✓	✓	N/a	✓	✓	N/a	N/a	N/a	N/a

* General overview and awareness only

** Required by staff managing or applying for externally funded projects

6. Health and Safety

Full details of the statutory and compliance Health and Safety training relevant to University staff can be accessed via

http://www.york.ac.uk/admin/hsas/hstraining/hstraining_home.htm