

## 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 Agresso / 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](http://www.york.ac.uk/admin/hsas/hstraining/hstraining_home.htm)