



Equality Impact Assessment: Guidelines and Procedure

This formal procedure is intended to enable us to ensure that the way we operate (particularly as expressed through policies and procedures) does not adversely impact on particular groups in a way that is not justified or unavoidable. It should complement and underpin our attempts to promote equal opportunities, promote good relations between different groups and to eliminate discrimination. For everything we do we should ask the question: 'How is this likely to impact on people?'

Equality Impact Assessment (EqIA) should be used as an integral part of policy development and to assess existing policies. Once we have assessed all existing policies the assessment process will be embedded as part of policy and procedure development.

Title of Policy or Procedure	PVG Scheme and Disclosure Policy and Procedure
Responsible Officer	HR Manager
1. Is the policy or procedure rated as high/medium/low in terms of its potential impact? Please note that this may vary according to the group being considered.	This procedure is rated as HIGH in terms of its potential impact on those with previous convictions.
2. What does the policy or procedure aim to do?	It is UHI Moray's responsibility to provide a safe environment for students and staff. In furtherance of this responsibility, UHI Moray ensures that appropriate checks are undertaken for all staff through the Disclosure Scotland Scheme and the PVG (Protecting Vulnerable Groups) Scheme. The Disclosure and PVG Scheme's will ensure that the College strikes a balance between proportionate protection and robust regulation to determine who they should check to protect their client group.

	The policy is designed to explain the reasons why PVG Scheme membership and disclosure checks are undertaken; the process to be followed when undertaking such checks and the procedures in place for ensuring the correct handling, storage and retention of disclosure information.
3. Who is affected by the policy?	UHI Moray employees and prospective UHI Moray employees
4. What do we know about the needs of the various groups and how the policy or procedure may impact on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation. ¹	The procedure may have a greater impact on any groups who are likely to have a higher incidence of a criminal background.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	Given that judgements arrived at include the consideration of time which has elapsed since the occurrence of a crime then this could potentially have an adverse impact on younger people. There is no evidence to suggest that this impact is in existence however, and it is justifiable and necessary to have the type of pre-employment checking in place as required by the procedure.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The policy sets out the procedure to be followed when a disclosure check provides information relating to a past offence. The existence of this offence does not automatically preclude an individual from attaining employment, rather a judgement is made (assuming that the individual is not barred from working with children and/or protected adults in which case it is an offence for the UHI Moray to employ the individual in the relevant regulated work). When judgement is applied then this is done by the Director of HR with the assistance of the HR section to ensure that such decisions are not being arrived at purely on the basis of one person's views.
7. If changes are considered necessary	It is considered that appropriate safeguards are in place in practice and within the document to

¹ The intention of equality impact assessment is to create a situation whereby wherever possible barriers to access for any group are removed

when are we going to implement them? It may not, for example, be appropriate to make changes during an academic session.	be considered and therefore it is not necessary to implement further changes.
8. As well as attempting to mitigate any potential adverse impact does the policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	The procedure ensures that those with a previous criminal conviction are not automatically barred from attaining appropriate employment within UHI Moray.
9. How will the policy or procedure be monitored in terms of its impact?	There are very few instances where judgements are required in relation to disclosure checks and the procedure is applied in every case. The procedure is governed to a large extent by employing regulations and therefore the procedure will be reviewed in light of changes to these regulations or on a four yearly basis (whichever is sooner). At that time a repeat impact assessment will be undertaken when the evidence in relation to the operation of the procedure can be reviewed.
10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The Staff Governance Committee of the Board of Management
11. Where will the EqIA be published? As a minimum all assessments will be published on the Internet.	The EqIA will be published on the internet. The HR Policy Review Group also receive the impact assessments to ensure that recommendations inform policy and procedural development
12. Date of next review:	As per the HR Policy Review timetable
13. Summary of changes recommended	N/A
14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	Staff Governance Committee of the Board of Management
Date:	November 2025