



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	Flexible Working 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 MEDIUM in terms of its potential impact as judgements will be required to be made on the suitability of an employee's post to be worked on a flexible basis. This may negatively impact employees in specialist posts rather than in generic posts where flexibility may be more easily accommodated.
2. What does the policy or procedure aim to do?	The aim of this procedure is to benefit both UHI Moray and individual employees by allowing employees to request to work flexibly in order to maintain an appropriate work/life balance. The procedure sets out the process to be followed in applying to work flexibly, and the potential implications of this to terms and conditions such as remuneration or annual leave entitlement.
3. Who is affected by the policy?	This procedure applies to all staff of UHI Moray Board of Management.

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	Female members of staff may have more childcare or family responsibilities and therefore may elect to work part-time hours, job-share, term-time, home-working or shorter working year. Employees who may suffer a disability or may develop one which may require them to change their hours of work, reduce their hours to part-time or work from home when required. Employees approaching retirement may wish to make gradual adjustment to their working arrangements to work more flexibly before permanently leaving the workplace.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	As above. The update to the policy following legislative changes could be considered to have a positive impact on all staff, irrespective of any protected characteristic. The procedure is written in such a way that all staff can request to work flexibly. UHI Moray recognises that the opportunity to work flexibly and thus strike a better balance between home and work responsibilities, can benefit all employees, their families and UHI Moray. The procedure is written in such a way that all staff can request a shorter working year without being obligated to provide a reason for their request. Some consideration may have to be given to the nature of the job the employee undertakes to ensure that it is compatible with their request i.e. have up to an additional 4 weeks leave a year, however, with appropriate planning or agreement with the time of year that the leave can be taken, it is likely that requests can be authorised. No particular concerns about the provision of the flexible working procedure have been raised.

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

6. Do we need to change the policy or procedure in any way to remove barriers to access?	There is no evidence to suggest that a change in the procedure is required.
7. If changes are considered necessary when are we going to implement them? It may not, for example, be appropriate to make changes during an academic session.	N/A
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 requests are considered within a framework to encourage consistency of application. The procedure supports staff in achieving a work/life balance.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff.
10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The HR Policy Review Group / 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 Impact Assessment will be published on the internet.
12. Date of next review:	As per the HR Policy Review timetable
13. Summary of changes recommended	

14. Date submitted to the HR Policy Review Group:	As per the HR Policy Review timetable
Policy ratified by:	The Staff Governance Committee of the Board of Management
Date:	November 2025