



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	Professional Review and Development 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 due to its impact on employee review, development and training opportunities across a range of protected characteristics.
2. What does the policy or procedure aim to do?	The purpose of the Professional Review and Development Policy and Procedure is to provide a fair and consistent framework for reviewing employee performance, identifying development needs, supporting continuous professional development and encouraging regular communication between employees and managers. The procedure aims to support employees in achieving their role objectives and career development while ensuring organisational goals are met.

3. Who is affected by the policy?	This policy and procedure applies to all employees 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	Employees may have different support needs when taking part in the review and development process. This could include reasonable adjustments for employees with disabilities, flexibility around meeting times for those with caring responsibilities, or additional support with communication or training where required. The procedure aims to support a fair and consistent approach to access of professional review, feedback and development opportunities.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	The procedure applies to all employees and aims to provide a fair and consistent approach to the professional review and development process. Managers should ensure consistent application of the procedure and be aware of any support or reasonable adjustments employees may require to fully take part in the process. Some employees may require additional support or reasonable adjustments to fully participate in the process. Regular discussions between managers and employees should help identify and address any issues at an early stage. No specific concerns have been identified at this stage.

6. Do we need to change the policy or procedure in any way to remove barriers to access?	No changes are currently considered necessary as no barriers have been identified at this stage. The procedure allows managers to consider individual circumstances and support needs where appropriate.
7. If changes are considered necessary	

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.	
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 encourages regular communication between employees and managers and supports a fair and consistent approach to professional review and development, including discussion around any support or development needs.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through employee feedback, review of participation in professional review processes, and any issues raised through formal or informal channels.
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 EqlA be published? As a minimum all assessments will be published on the Internet.	The EqlA will be published on the internet. The HR Policy Review Group will also receive the impact assessment to ensure recommendations inform policy and procedural development.
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:	July 2026