

## 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	<b>Capability Procedure</b>
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.	<p>The above policy is rated as HIGH as there is considerable potential for discrimination when making judgements about employee's capability.</p> <p>However, no concerns have been raised within the UHI Moray regarding this.</p>
2. What does the policy or procedure aim to do?	<p>The objectives of the Capability Procedure are:</p> <ul style="list-style-type: none"> <li>• Support employees in achieving and maintaining performance standards through fair and consistent processes.</li> <li>• To ensure consistent and fair treatment, and to provide support to any member of staff whose performance is considered to be unsatisfactory so that they may have the opportunity to improve their performance.</li> <li>• To provide guidance for managers in handling problems relating to capability issues</li> </ul>

	In doing so it aims to ensure that Capability Procedures are conducted in a fair and equitable manner.
3. Who is affected by the policy?	This procedure applies to all employees of UHI Moray Board of Management  Where a health complaint is affecting an employee's capability, this will be dealt with under the Attendance at Work Policy.
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. <sup>1</sup>	The Information is made available through the workforce profiling data which UHI Moray monitors to identify potential impacts (e.g. caring responsibilities among women, extra support required with new technology or changing roles for older employees, reasonable adjustments or assistive technology requirements for employees with a disability)
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	There is no evidence to suggest the procedure has an adverse impact on different groups as the procedure is applied to all employees as required and has the flexibility within it for adjustment to timescales and targets, the involvement of independent line managers, and making reasonable adjustments where required for those with a disability or other needs.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The analysis has shown that there are no barriers to access that need to be removed as the policy or procedure is consistent with legislation.
7. If changes are considered necessary when are we going to implement them?	N/A

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

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?	Flexibility regarding the timescales applied to the stages within the procedure, the targets to be reached and the involvement of an independent line manager increases the equality of opportunity and supports good relations between different groups.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored by the HR Section and through feedback.
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 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	
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:	February 2026