



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	Qualifying Period 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.	The procedure is rated as MEDIUM-HIGH in terms of its potential impact as it requires judgement on an employee's performance and support measures that can be put in place to help employees succeed in their appointment, but where an unsuccessful outcome may result in termination of employment.
2. What does the policy or procedure aim to do?	The objective of this procedure is to ensure that the College is satisfied that an employee is capable of carrying out the role on a long-term basis (i.e. beyond the three month qualifying period). It ensures that employees are informed of the standards expected of them; that their performance is monitored on a regular basis and that potential problems are identified and resolved at an early stage. The procedure ensures that all qualifying periods are managed fairly, consistently, and with appropriate support in place.

3. Who is affected by the policy?	All newly appointed employees, employees appointed to a different or promoted role.
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	It seems that those in some of the groups may find it more difficult to secure employment, however by the time the Qualifying Period is taking effect, the employment will have been secured and assuming any difficulties are known, can be monitored, supported and adjustments made as required.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	All employees who have secured employment at the College are subjected to the Qualifying Period Procedure so there are no particular groups more likely to be impacted by the procedure as factors such as race and gender which may have led to individuals in these groups finding it more difficult to gain employment have been overcome. Individuals with disabilities may face more difficulties in achieving their qualifying period should the nature of their disability not be supported, however with regular review throughout the qualifying period, it is intended that this monitoring will identify potential problems which can be resolved at an early stage.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The procedure includes regular review meetings and opportunities to identify support needs or reasonable adjustments. No additional barriers requiring amendment to the procedure have been identified at this stage.
7. If changes are considered necessary when are we going to	Changes to the procedure of the reduction to the qualifying period will be made upon publication of the procedure

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

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 focuses on the support of the employee through regular monitoring and discussions with the line manager.
9. How will the policy or procedure be monitored in terms of its impact?	The monitoring of the data concerning how many employees complete a successful qualifying period or require extensions with additional support.
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	Updated to reflect reduction of qualifying period.
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:	July 2026