



University of the Highlands and Islands Moray College

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.

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Title of Policy or Procedure	Attendance at Work 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 as particular groups may be more likely to be absent from work.
2. What does the policy or procedure aim to do?	The procedure details the rules and procedures to be followed in instances of absence from work. It is designed to set out clearly the steps to be followed in cases of sickness absence and provides guidance to managers on the management of sickness absence. By adhering to the policy it provides the necessary support to staff and ensures that staff are treated in a consistently fair manner.

<p>3. Who is affected by the policy?</p>	<p>This procedure applies to all staff of Moray College Board of Management.</p>
<p>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</p>	<p>Employees with a disability may be impacted more negatively if the nature of their disability leads to them being absent more frequently from work. However the procedure ensures that return to work interviews take place, that Occupational Health advice is available and sought before making decisions and reasonable adjustments are considered to assist the employee to attend work.</p> <p>Employees are also invited to request self-referrals to Occupational Health at any time that they feel that this resource could be of benefit.</p> <p>Female members of staff may be impacted as they may have more childcare or family responsibilities that requires time away from work</p> <p>Those with specific religions or beliefs may be impacted if they are required to participate in activities relating to their religion or belief.</p>
<p>5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?</p>	<p>As above.</p> <p>Employees with a disability may require to be absent from work more frequently which could result in them reaching the triggers points more quickly, however there is extensive consideration given to adjustments that can be made to encourage and the support the employee, and medical information sought through Occupational Health to ensure that proper care, attention and consideration is given to the nature of the employees disability in order to better understand the impact the disability has on their health and attendance at work. The procedure is written in such a way that staff can request time off from their line manager for a variety of reasons.</p>

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

	No particular concerns relating to accessing time off have been raised.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The policy is accessible by all staff regardless of their position, hours of work or permanency so it is not considered that changes are required to be made to remove barriers to access.
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?	<p>The procedure ensures that requests are considered within a framework to encourage consistency of application.</p> <p>The procedure supports staff in achieving a work/life balance.</p> <p>The policy encourages line managers and employees to discuss issues that may be causing the employee to be absent from work (through the return to work interviews). The Occupational Health report ensures equality of opportunity is afforded to all employees and results in the College having a better understanding of the employee's situation which improves the relationship between the employee and his/her line manager.</p>
9. How will the policy or procedure be monitored in terms of its impact?	<p>The procedure will be monitored through feedback from staff.</p> <p>The monthly sickness absence rate for all employees of the College is calculated and monitored by the HR Section. Should this rate become particularly high then investigations into the reason for this can be done to establish if any additional measures can be put in place to support employees to attend work.</p>
10. Where will results of monitoring be reported?	The Staff Governance Committee of the Board of Management

Which is the relevant Committee/Group?	
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	
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:	04.11.2021