



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.

Title of Policy or Procedure	Job Share Procedure
Responsible Officer	HR Officer
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 has been rated as MEDIUM in terms of its potential impact as judgements will require to be made on the suitability of an employee's post to be considered on a job share basis and may negatively impact employees in specialist posts rather than in generic posts where job share may be more easily accommodated.
2. What does the policy or procedure aim to do?	The procedure details the steps to be taken for managing job share. It clarifies for employees their opportunities and provides guidance for the line manager on the options available.
3. Who is affected by the policy?	This procedure applies to all staff of Moray College Board of Management.
4. What do we know about the needs of the various	Female members of staff are generally expected to be the primary carer of children or

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>relatives which may result in them requesting job share more frequently than male employees of the College.</p> <p>Employees in more specialist posts may be less likely to achieve a job share compromise whereas more generic posts are likely to have the type of duties and responsibilities which can be shared between two employees.</p>
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	<p>As above.</p> <p>The procedure is written in such a way that all staff can request to share their job and the details in the policy regarding terms and conditions are largely legislative.</p> <p>No particular concerns about the availability of job share to employees have been raised.</p>
6. Do we need to change the policy or procedure in any way to remove barriers to access?	<p>The procedure is available for all staff to access so there are no barriers to be removed for full access.</p>
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.	<p>N/A</p>
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 and the request for job share must also meet the needs of the College business.</p> <p>The procedure supports staff in achieving a work/life balance.</p>

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

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 Staffing 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	
14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	Staffing Committee of the Board of Management
Date:	