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	**Overtime Working 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.	The above policy is rated as MEDIUM because staff who are remunerated above a particular scale point as outlined in the Procedure are not eligible to receive payment for any overtime worked, although they can receive time off in lieu (TOIL). However there is no evidence to suggest that this is an issue within the College particularly as staff are discouraged from working over their contracted hours and this would not be a frequent occurrence.
2. What does the policy or procedure aim to do?	The procedure aims to give clear instructions on the completion of overtime request forms and to outline the entitlements of employees to overtime payment or TOIL.
3. Who is affected by the policy?	This procedure applies to all staff of Moray College Board of Management.

This version: November 2011

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]	Female employees may find it more difficult to undertake overtime as they may have family commitments which reduces the flexibility for them to partake in the additional hours.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	Staff above a particular scale point detailed in the procedure are not eligible for overtime payments and is not related to specific groups considered within the impact assessment.

There have been no issues raised by staff in the College which suggests that this is an issue within the College. |
6. Do we need to change the policy or procedure in any way to remove barriers to access?	There is no evidence to suggest that a change in the procedure is required to remove barriers to access, although it is hoped that the requirement for all staff to undertake overtime will continue to be discouraged.
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.	Support line managers to manage their staff appropriately to reduce the likelihood of overtime being required.
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?	There is no obligation on staff to undertake overtime so the opportunity is available for staff who may wish to undertake additional hours of work.
9. How will the policy or	This procedure will be monitored through

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

procedure be monitored in terms of its impact?	feedback from staff and statistics regarding the payment of overtime that is available from Payroll.
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:	The Staffing Committee of the Board of Management.
Date:	