



# 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	<b>Parental Support Policy and Procedure</b>
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 is rated as MEDIUM in terms of its potential impact as it likely to have a greater impact on female employees.
2. What does the policy or procedure aim to do?	The policy gives guidance to parents on their statutory and contractual rights regarding all aspects of maternity, adoption, paternal and parental provisions and related Health and Safety provisions. It details the administrative procedures to be followed in all cases where an employee wishes to exercise his/her right to any of the provisions detailed within the policy.
3. Who is affected by the	This procedure applies to all staff of Moray

policy?	College Board of Management.
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>	<p>Female members of staff are generally expected to be the primary carer.</p> <p>Due to the relatively low statutory paternity payment, few members of male staff take their legal entitlement of leave.</p> <p>Adoption leave is covered in this policy which gives the same entitlement to adoptive parents as is given to birth mothers.</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 maternity leave, paternity leave or adoption leave as required.</p> <p>No particular concerns about the provision of the parental support policy have been raised.</p>
6. Do we need to change the policy or procedure in any way to remove barriers to access?	<p>Due to the limited number of males who take their legal entitlement of paternity leave due to the low statutory paternity amount available, an enhanced paternity amount could be considered.</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>The HR Policy Review Group will consider offering an enhanced paternity leave amount when revising the policy in November 2011.</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.</p>

<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

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:	The Staffing Committee of the Board of Management
Date:	