



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	Records Management Policy and its associated Procedures
Responsible Officer	Assistant Principal
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 policy is rated as HIGH as it must comply with relevant legislation, i.e. Freedom of Information (Scotland) Act 2002. There is no evidence to suggest that there is an issue within the College.
2. What does the policy or procedure aim to do?	The College recognises that the efficient management of its records is necessary, to support its core functions, to comply with its legal and regulatory obligations and to contribute to the effective overall management of the institution. This document provides the policy framework through which this effective management can be achieved and audited.
3. Who is affected by the policy?	This policy applies to all staff.

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.	
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	There are no particular concerns regarding the Impact of this on different groups, as the document is available to all staff and Board Members and is accessible via the intranet.
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.
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?	
9. How will the policy or procedure be monitored in terms of its impact?	The policy will be reviewed every three years (or earlier if required) and at that time a repeat impact assessment will be undertaken when any feedback in relation to the operation of the policy can be reviewed.
10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	Finance and General Purposes Committee

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.
12. Date of next review:	August 2013
13. Policy ratified by:	Finance and General Purposes Committee
14. Date:	August 2010