



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	Relocation 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 is rated as MEDIUM in terms of its potential impact.
2. What does the policy or procedure aim to do?	The procedure aims to assist new employees who are entitled to claim assistance under the Relocation Scheme. It details the rules governing claiming relocation expenses.
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	Disabled applicants can find it more difficult to relocate as there may be less availability of

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	homes in the new area that meets their requirements. Increased costs may be incurred during the relocation process due to the additional assistance that they may need as greater assistance may be required.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	As above. Given the limited use of this policy, the College is not aware of any concerns.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The procedure is available for all staff to access so there are no barriers to be removed for full access. Applicants going through the recruitment process are advised of the opportunity for relocation assistance if applicable.
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?	The procedure is designed to support new staff taking up employment with the College. The benefits contained within the procedure also encourages individuals to consider working at Moray College which therefore increases the opportunity for the most suitable candidate to be appointed.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff and from the uptake and costs of relocation opportunities.

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

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:	