



# 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	<b>Shorter Working Year 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
2. What does the policy or procedure aim to do?	<p>This procedure offers an opportunity for employees to elect to take up to 4 weeks unpaid leave per annum in addition to the paid annual leave to which they are entitled under their contracts of employment in order to maintain an appropriate work/life balance.</p> <p>The procedure sets out the process to be followed in applying for such leave, and the implications of this unpaid leave on paid annual leave entitlement.</p>

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 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>	Female members of staff may have more childcare or family responsibilities and therefore may elect to use the shorter working year procedure to enable them to have more time at home to care for their children or relatives.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	As above.  The procedure is written in such a way that all staff can request a shorter working year without being obligated to provide a reason for their request.  Some consideration may have to be given to the nature of the job the employee undertakes to ensure that it is compatible with up to an additional 4 weeks leave a year, however, with appropriate planning or agreement with the time of year that the leave can be taken, it is likely that requests can be authorised.  No particular concerns about accessing a shorter working year have been raised.
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 policy and procedure is required.
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

<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

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> <p>The procedure supports staff in achieving a work/life balance.</p>
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 Impact Assessment will be published on the internet.
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:	