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	**Staff Review 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 it involves decisions being made regarding individuals. However 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 procedure aims to give guidance to staff who will be either participating in or conducting staff reviews. It details the practical and administrative procedures to be followed at all levels of the College on implementation of the Staff Review Procedure.
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	In some cases, people who may have

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]	performance difficulties due to a disability may be more vulnerable if the disability is unknown or undiagnosed.
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 the Staff Review Procedure on different groups, as there is scope within the Procedure for all staff to influence the agenda of the meetings and the discussion, or to request individual meetings in instances where this is not automatically the case.
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.	
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?	By providing a standard form and questionnaire for completion, equality of opportunity is encouraged. The inclusion of an upward evaluation section encourages equality of opportunity for the reviewee to also consider the feedback and support from the reviewer.
9. How will the policy or procedure be monitored in terms of its impact?	This procedure will be monitored through feedback from staff and statistics.

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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

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:	