

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	Capability and Conduct 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.	<p>The above policy is rated as HIGH as there is considerable potential for discrimination when making judgements about employee's capability and conduct.</p> <p>However no concerns have been raised within the College regarding this.</p>
2. What does the policy or procedure aim to do?	<p>The objectives of the Capability and Conduct Procedure are:</p> <ul style="list-style-type: none"> • To assist staff to achieve and maintain acceptable performance and conduct standards • To ensure consistent and fair treatment, and to provide support to any member of staff whose performance and / or conduct is considered to be unsatisfactory so that they may have the opportunity to improve

	<p>their performance and or/ conduct</p> <ul style="list-style-type: none"> To provide guidance for managers in handling problems relating to conduct and capability issues <p>In so doing it aims to ensure that Capability and Conduct Procedures are conducted in a fair and equitable manner.</p>
3. Who is affected by the policy?	<p>This procedure applies to all employees of Moray College Board of Management</p> <p>Where a health complaint is affecting an employee's capability, this will be dealt with under the Management of Sickness Absence Policy and Procedure .</p>
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. ¹	<p>The Information is made available through the workforce profiling data which the College monitors in relation to information i.e. women being primary carers.</p> <p>The numbers of conduct hearings are monitored through the equal opportunity monitoring exercise. However the small number of cases reduces the statistical significance of this process.</p>
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	<p>There is no evidence to suggest the procedure has an adverse impact on different groups as the procedure is applied to all employees as required and has the flexibility within it for adjustment to timescales and targets, and the involvement of independent line managers.</p>
6. Do we need to change the policy or procedure in any way to remove barriers to access?	<p>The analysis has shown that there are no barriers to access that need to be removed as the policy or procedure is consistent with legislation.</p>
7. If changes are considered necessary when are we going to implement them?	N/A

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

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?	Flexibility regarding the timescales applied to the stages within the procedure, the targets to be reached and the involvement of an independent line manager increases the equality of opportunity and good relations between different groups.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored by the HR Section and through feedback.
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:	Staffing Committee of the Board of Management
Date:	