



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.

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Title of Policy or Procedure	Equal Pay Statement
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.	Given the aim of the procedure it is rated as MEDIUM although the practices that are in place promote equality and fairness.
2. What does the policy or procedure aim to do?	The objective of this Statement is to support good practice to eliminate bias from pay systems and to eliminate any unfair, unjust or unlawful practices that impact on pay. This statement also outlines the action that the College intends to take to identify and address any existing pay gaps.
3. Who is affected by the policy?	This statement 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. ¹	In general, there is still a pay gap in existence between female and male workers. Staff of ethnic minority backgrounds are also reported to suffer a detriment in pay systems.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	The statement is designed to detail the steps that the College will take to eliminate any discriminatory factors from its pay systems. The College Job Evaluation Project has addressed any historic concerns and has resulted in the introduction of software which will encourage equal and fair evaluation of posts in the future.
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 particularly with the introduction of the thorough and far-reaching Northgate Arinso software.
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 policy is about promoting equal pay and underpinning equality of opportunity.
9. How will the policy or	The statement will be monitored through

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

procedure be monitored in terms of its impact?	outcomes and feedback from College Job Evaluation Project.
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:	