



# 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	<b>Flexible Working 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 in terms of its potential impact as judgements will require to be made on the suitability of an employee's post to be worked on a flexible basis. This may negatively impact employees in specialist posts rather than in generic posts where flexibility may be more easily accommodated.
2. What does the policy or procedure aim to do?	The aim of this procedure is to benefit both College and individual employees by allowing employees to request to work flexibly.
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	Female members of staff are generally expected to be the primary carer so can prefer part-time working hours, job-share, a term-time

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>	contract or the opportunity to work from home.  Employees who may suffer a disability or may develop one which may require them to change their hours of work, reduce their hours to part-time or work from home when required.
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 to work flexibly despite this right only been legally available to certain groups (for example parents of a child aged under 6 years (or aged under 18 if the child is disabled); the partner of a parent of such a child and the carer of an adult in need of care). The College recognises that the opportunity to work flexibly, and thus strike a better balance between home and work responsibilities, can benefit all employees, their families and the College.  No particular concerns about the provision of the flexible working procedure 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 the 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
8. As well as attempting to mitigate any potential adverse impact does the	The procedure ensures that requests are considered within a framework to encourage consistency of application.

<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

policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	The procedure supports staff in achieving a work/life balance.
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:	