



# 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>Internal Disputes 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 LOW in terms of its potential impact.
2. What does the policy or procedure aim to do?	The procedure aims to detail the procedure that should be adopted in the event of a collective dispute arising which concerns the terms and conditions or statutory rights of employment.
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	It is not evident that different groups would have different needs in relation to this procedure.

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>	
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	It is not thought that this procedure would have an adverse impact on different groups.  The College is not aware that any concerns have been raised to date.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The College is not aware of any changes required to the procedure 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.	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 procedure supports good employee relations.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from management and staff representatives.
10. Where will results of	The Staffing Committee of the Board of

<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

monitoring be reported? Which is the relevant Committee/Group?	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	The College has not identified any changes as a result of the impact assessment process.
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:	