



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	Redundancy Policy and 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.	Given that the decisions made through the process could ultimately result in an individual losing employment the procedure is determined to be HIGH in relation to its potential impact.
2. What does the policy or procedure aim to do?	To provide a procedure for managing redundancy situations. It ensures that employees and line managers are clear about the steps that will be taken in redundancy situations.
3. Who is affected by the policy?	The procedure applies in circumstances where the College has ceased or intends to cease or to reduce particular services for which an employee was employed. The procedure has scope to apply to all employees of the 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	It is recognised that females can find it more difficult to attain long service as a result of caring responsibilities. Also, those with a disability may find it more difficult to maintain a 'good' attendance record. Particular care is required therefore in the inclusion of those elements within the selection criteria.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	There have been no instances of the implementation of the procedure in the recent past and to that extent there is no evidence upon which to base concerns on.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	Given the arrangements already contained within the procedure around the identification and application of the selection criteria (criteria consulted upon, the application is checked by 2 other individuals, no 'disability' absence is considered) it is not considered that any changes to the procedure are 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 policy or procedure allow for the promotion of equality of opportunity and good relations between different groups?	The procedure supports an equitable and justifiable decision making process. The process allows for these decisions to be challenged at many stages.

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

9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be reviewed in accordance with the policy review timetable, this will include a revised impact assessment. Should the procedure be implemented then a full evaluation will be undertaken at that time. The procedure allows for challenge at any stage.
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:	