



# 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	<b>Regrading and Job Evaluation 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.	The adopted job evaluation scheme has been equality impact assessed in itself. The procedure concerns the processes around the utilization of the scheme. Given the output of the process and the involvement of individuals in the description and evaluation of posts, the procedure is determined to be HIGH in terms of its potential impact.
2. What does the policy or procedure aim to do?	Moray College supports the principle of Equal Pay and is committed to ensuring that procedures are in place to determine pay and conditions of employment that do not discriminate unlawfully and are free from bias.  It is in the College's interest to operate a pay system which is transparent and is based on objective criteria. The College is committed to taking action to ensure that equal pay is in place for like work, work rated as equivalent and work

	<p>of equal value and has therefore applied a cross College job evaluation scheme and resulting pay and grading structure to all staff groupings.</p> <p>The procedure sets out processes in relation to the regrading of posts which have changed over time and also the evaluation of new posts. The procedure also ensures the adoption of the NorthgateArinso analytical job evaluation scheme.</p>
3. Who is affected by the policy?	The job evaluation project undertaken over 2009/10/11 saw all posts within the college being subject to evaluation. Therefore those affected by this procedure are those who seek regrading or are appointed to new posts.
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. <sup>1</sup>	It is accepted that females are less likely to be able to accrue long service as a result of caring responsibilities. This also applies to younger employees.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	<p>Given the above it is essential that managers objectively justify the requirements of posts in relation to service requirements. This is a matter which is also considered in relation to the development of person specifications. The scheme has been developed to support an examination of the required types of experience and skills rather than focussing on time spent undertaking previous roles.</p> <p>The procedure requires the completion of a job evaluation questionnaire which may be more difficult for some members of staff. This is mitigated by the requirement of the line manager to support the employee and also the ability to seek the assistance of the HR section at any time.</p>
6. Do we need to change the policy or procedure in any way to remove barriers	It is not considered that there is a need to change the procedure to remove barriers at this time.

<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

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 implementation of the job evaluation scheme is a key action in the College's Equal Pay Statement and Objective. The college's commitment to equal pay underpins this. The new pay and grading structure which was implemented as a result of the project has undergone an equality audit and has been determined to be successful in removing pay gaps in the college on expiry of the pay protection period.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure is to be reviewed in May 2012 (rather than the usual 4 yearly review). This will allow a consideration of the applications for regrading in the intervening time in the equalities context.
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	NA

14. Date submitted to the HR Policy Review Group	As per the HR Policy Review timetable.
Policy ratified by:	Staffing Committee
Date:	