



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	Stress In The Workplace
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 supportive nature of the procedure it is determined to be LOW in terms of its potential impact.
2. What does the policy or procedure aim to do?	To describe the activities involved in ensuring that the negative effects of stress are minimised for all employees of Moray College.
3. Who is affected by the policy?	All employees of the Board of Management of Moray College
4. What do we know about the needs of the various groups and how the policy	Given that minority groups may experience a greater likelihood of bullying or harassment then these groups may have a greater likelihood of

or procedure may impact on them? At the moment race, gender, disability, age, sexual orientation and religion or belief are covered by legislation. ¹	experiencing the effects of stress. Those with parenting responsibilities may experience issues in relation to managing worklife balance and therefore may be more likely to suffer the effects of stress.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	The college does not have a high incident rate of stress when compared to national trends (indeed absence rates are not high when compared to national trends). Given that proactive steps are taken to support those experiencing stress there are no particular specific equality concerns at the moment. The results of an IIP review in June 2011 highlighted that employee engagement and middle management competency was inconsistent across the college with excellent practice in some areas and not so good practice in others.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	In relation to the surveying of staff concern exists that there are too many surveys at present and that this may be having an impact on the value of the survey results. An overarching survey is therefore in development. Also an employee engagement framework is in development as well as the identification of specific management competencies to inform recruitment, performance management and development of middle managers in terms of their management and support of staff.
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.	These changes will be implemented within session 11/12.
8. As well as attempting to mitigate any potential adverse impact does the policy or procedure allow for the promotion of	The procedure focuses on the support of the individual through specific interventions and good management practices.

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

equality of opportunity and good relations between different groups?	
9. How will the policy or procedure be monitored in terms of its impact?	Data in relation to incident of stress related absence will be gathered. The survey instrument will also allow the identification of areas of concern in relation to employee engagement. The operation of the procedure is subject to consultation.
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	Introduction of an overarching survey, development of an employee engagement framework, introduction of management competencies, revision of the procedure to reflect the new survey instrument.
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:	