



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	Support for Consultation 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 this procedure affects the College support of trade union representatives, it is rated as MEDUIM in terms of its potential impact.
2. What does the policy or procedure aim to do?	The procedure aims to establish guidelines on the granting of time off to enable employees to participate in trade union duties and activities, and on the provision of facilities to assist trade union officials in the exercise of their functions.
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	We do not know much about the impact on the

<p>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</p>	<p>groups covered by the legislation but the procedure would have an impact on not only those in membership of a trade union but on all staff.</p>
<p>5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?</p>	<p>The provision of inappropriate support for consultation arrangements may lead to a detriment in terms of the College consultation and negotiation arrangements.</p> <p>Inappropriate facilities may also have a detrimental impact on disabled staff representatives.</p> <p>The College is not aware of any concerns currently in the provision of support for consultation arrangements.</p>
<p>6. Do we need to change the policy or procedure in any way to remove barriers to access?</p>	<p>The College must consider accessibility of facilities.</p>
<p>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.</p>	<p>The changes are considered as part of the College's ongoing Estates Strategy.</p>
<p>8. As well as attempting to mitigate any potential adverse impact does the policy or procedure allow</p>	<p>The procedure supports good employee relations.</p>

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

for the promotion of equality of opportunity and good relations between different groups?	
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff representatives.
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	The College must consider accessibility of facilities.
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:	