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	**Employee Leaving Arrangements**
Responsible Officer	HR Manager
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 above policy is rated as LOW because as there is no evidence that the employees leaving procedure has had any impact on groups.
2. What does the policy or procedure aim to do?	The procedure aims to detail the administrative steps that are to be followed following a resignation/retirement.
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	Given that employees have made the decision to retire or resign when the procedure takes

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]	effect, there is no evidence to suggest that particular groups will be impacted more than others.
5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?	All employees are required to refer to the procedure should they choose to resign or retire from the employment of the College so there is no evidence to suggest that particular groups will be more impacted by the procedure than others.
6. Do we need to change the policy or procedure in any way to remove barriers to access?	The policy or procedure is consistent with legislation and is for all the employees of Moray College.
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?	Some degree of labour turnover could be seen as a benefit to the College by giving an opportunity for new members of staff to introduce new ideas, however succession planning should be considered to ensure that particular skills and tasks are known by more than one employee so that the College will not suffer should a particular employee leave.
9. How will the policy or procedure be monitored in terms of its impact?	The procedure will be monitored through feedback from staff.

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

10. Where will results of monitoring be reported? Which is the relevant Committee/Group?	The Staff Governance 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:	Staff Governance Committee of the Board of Management
Date:	01.05.2020