

**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>Staff Development Policy and Procedure</b>
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 procedure is rated as LOW in terms of its potential impact as staff development activities are provided for all staff in the year.
2. What does the policy or procedure aim to do?	The procedure ensures that staff development activities are consistent with the College aims and objectives, develops the academic and professional profile of all College staff, promotes the advancement and exchange of skills, knowledge and experience among College staff, fosters a culture of continuing professional development, including research and scholarship as appropriate, informs all staff in relation to the commitment and requirements in relation to staff development activities and ensures a consistent approach in relation to the application of staff development activities and funds.

<p>3. Who is affected by the policy?</p>	<p>The procedure applies to all employees of the Board of Management of UHI Moray.</p>
<p>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></p>	<p>It is considered that the procedure in itself would have a positive impact on the various groups considered in that it is accessible and available to all, and is a supportive procedure to enhance and develop employee's skills and abilities.</p>
<p>5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?</p>	<p>There is no evidence to support any concerns.</p>
<p>6. Do we need to change the policy or procedure in any way to remove barriers to access?</p>	<p>It is not considered that any steps need to be taken to remove barriers to access.</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>N/A</p>
<p>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?</p>	<p>The accessibility to staff development opportunities to all staff supports inclusion and equality.</p>

<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

9. How will the policy or procedure be monitored in terms of its impact?	This procedure will be monitored through feedback from staff and statistics emerging from the evaluation of staff development activities.
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	There are no changes recommended as a result of the impact assessment.
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:	16.09.2022