



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	Long Service Award Procedure
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.	Given that this procedure details the arrangements for events rewarding employees with long service, it is rated as MEDIUM in terms of its potential impact as it will be employees in higher age bands who will receive the long service award which will not be an option for younger employees who are beginning their career at UHI Moray.
2. What does the policy or procedure aim to do?	The procedure is designed to recognise the valuable contribution made by staff to the successful running of the College as many staff remain in the employment of UHI Moray for significant periods of time. It is important that long serving staff are recognised for their hard work and loyalty. This procedure sets out the timescales based upon which long service awards will be made, and gives a description of these awards.

<p>3. Who is affected by the policy?</p>	<p>The procedure applies to all staff of UHI Moray, and those employees who achieve 10 years reckonable service are specifically affected by it.</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.¹</p>	<p>Given that employees have to be employed by UHI Moray for in excess of 10 years, there is an impact on younger employees as, obviously, they will not be able to secure 10 years of service immediately from leaving school, for example.</p> <p>Female employees who may choose to have a career break to raise a family will also lose their service which would require them to restart their service on re-employment.</p>
<p>5. How might the policy or procedure impact on different groups? Are there any particular concerns at the moment?</p>	<p>Age is the primary group affected since younger employees are not able to benefit from the procedure, and employees with 10 years or more service receive the reward.</p> <p>Given that the actual benefit only amounts to a small function within UHI Moray, the reward is not significant enough to cause great concern for others within UHI Moray.</p> <p>It is recognised that loyalty is important which is the main purpose of the procedure.</p>
<p>6. Do we need to change the policy or procedure in any way to remove barriers to access?</p>	<p>All employees can benefit from the procedure should they remain in the employment of UHI Moray for at least 10 years.</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>Should Age Discrimination legislation change significantly in the near future, the impact of the changes may need to be considered in the context of this procedure.</p>

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

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?	Good relations between loyal employees of UHI Moray and UHI Moray staff are supported through the implementation of this procedure.
9. How will the policy or procedure be monitored in terms of its impact?	The Long Service function will continue to be organised annually and affected employees will be invited. Monitoring will occur each year to consider the impact of the procedure.
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:	February 2025