

# Equality Impact Assessment Form

Department/Section: HR and Organisational Development

Date of Assessment: 03/03/2024

Review Due: March 2026

Author/Owner: Katy Lees (Head of HR and OD)

Signature: K Lees

Date: 03/03/2024

## Step 1

Aim of proposed activity/decision/new or revised policy or procedure: This rapid EQIA reviews the Family Friendly and Time Off Guidelines within the College with the Equality Act 2010	<b>New</b>	<input checked="" type="checkbox"/>
	<b>Revised</b>	<input type="checkbox"/>
	<b>Existing</b>	<input type="checkbox"/>

<b>Who will be affected?</b> All staff	<b>Who will be consulted?</b> Recognised Trade Unions	<b>Evidence available:</b> Notes of meetings GOV.UK website - Maternity, Adoption, Shared Parental and Paternity leave, pay and entitlements (see links in Guidelines) Acas (see links in Guidelines)
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<b>Step 2 – Potential</b> Positive/Negative/Neutral Impact Identified. (P, N, N/I)	Age	Disability	Gender Reassignment	Marriage/ Civil Partnership*	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination.	N/I	P	N/I	N/I	P	N/I	N/I	P	N/I
Advancing Equality of Opportunity.	N/I	P	N/I	N/I	P	N/I	N/I	P	N/I
Promoting Good Relations.	N/I	P	N/I	N/I	P	N/I	N/I	P	N/I

<b>Step 3 – Action to be taken.</b> Review of use of the guidelines on a biennial basis.	<b>Summary of EIA Outcome – please tick</b>	
	No further action to be carried out.	<input checked="" type="checkbox"/>
	Amendments or changes to be made.	<input type="checkbox"/>
	Proceed with awareness of adverse impact.	<input type="checkbox"/>
	Abandon process – Stop and Rethink.	<input type="checkbox"/>

<b>Date EQIA Approved:</b> 11/03/24	<b>Approved by:</b> Sarah Wood, OD & EDI Adviser
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Please forward completed EQIA forms by e-mail to: [pc.equality.perth@uhi.ac.uk](mailto:pc.equality.perth@uhi.ac.uk)