

Equality Impact Assessment (EQIA) Initial Screening Proforma

Title of Policy, Procedure, or Relevant Practice:	Capability Procedure Version 2.0 (Dated 5 December 2012)	
Lead Officer:	Director HR & Organisational Development / Head of HR (P & S)	
Type of Policy, Procedure, or Relevant Practice:	New:	<input type="checkbox"/>
	Existing/Reviewed:	X (Replaces various previous provisions)
	Revised/Updated:	<input type="checkbox"/>
Date of Assessment:	5 December 2012	

1: Who is likely to benefit from this policy, procedure or relevant practice?

All College Staff

2: Could this policy, procedure or relevant practice result in a negative impact on people who share protected characteristics? NO. See below

Note:
If "Yes" a full EQIA is required.
If "Not Known", a full EQIA may be required

Protected Characteristics	Yes	No	Not Known
Age		X	
Disability		X (See Sect 3)	
Gender reassignment and Transgender		X (See Sect 3)	
Marriage and civil partnership		X	
Pregnancy and maternity		X (See Sect 3)	
Race		X (See Sect 3)	
Religion or belief		X	
Sex		X	
Sexual orientation		X	

3: Does the policy, procedure or relevant practice advance equality of opportunity?

Yes: (Potentially)

No:

If "Yes", how?

The procedures do have pre-set targets for the imposing of punitive measures on individuals through the adoption of strict pre-set targets and figures. Procedures specifically encourage the consideration of each case in its own merits, taking all factors (including those presented by individuals at any meeting, which may otherwise not have been known), before any outcome is reached. Facilitates opportunity for honest and frank dialogue between the individual and line manager on individual needs / performance requirements and provides early opportunity for support action or adjustments to be made as appropriate. (e.g. Reasonable adjustments to support individuals with a disability; caring responsibilities; support with language or cultural awareness.)

OH will be consulted and advise we for any reasonable adjustments / support re: disabled employees.

If "No", could the policy, procedure or relevant practice be changed or revised to advance equality of opportunity?

Yes: N / A

No:

If "Yes", how could this be done?

4: Please indicate if a full EQIA is recommended

Yes:

No:

Please provide reasons for your recommendation

The procedures will be applied consistently and equally to all staff focussing on supportive action to discuss individual guidance, support and development needs to ensure effective and satisfactory delivery on core post duties. The facility to have early informal discussion on issues of concern regarding performance provides an opportunity for individuals to alert and discuss individual concerns and achieve early resolution by reinforcing levels of acceptable performance and the provisional of additional support where necessary / appropriate.

4: Subsequent Action

Analyses of D & E data provided by individuals subject to formal processes will be undertaken 18 months following implementation of revised procedures to determine whether there are any trends requiring review of provision.

If a full EQIA is recommended, when will this be produced?

N/A


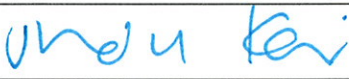
If it is possible to amend or change the policy, procedure or practice to advance or promote equality, what action will be taken to ensure this happens, and when?

N / A

Sign-off, authorisation and publishing

For records, but not for publishing:

- The information contained within this EQIA needs to be confirmed and approved as the completed EQIA will be published on the College web-site.
- As such, EQIAs must be approved by a Director or above.
- Ask a Director to review and sign off the EQIA (an electronic signature will suffice, as long as a paper copy follows).
- Following completion, send an electronic copy to both the Diversity & Equalities Manager and Teaching Development Officer.

Name:	G. WHITE	JUDY KEIR
Position:	HEAD OF AIL	DIRECTOR (HR & ORG DEV)
Signature:		
Date:	5/12/12	5 Dec 2012