

Equality Impact Assessment (EQIA) Initial Screening Proforma

Title of Policy, Procedure, or Relevant Practice:	Probationary Review Procedures 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 (<i>Replaces previous ex-GMet provision</i>)
	Revised/Updated:	<input type="checkbox"/>
Date of Assessment:	5 December 2012	

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

- a. *Staff newly appointed to the College.*
- b. *Existing Staff appointed to a new temporary promoted role.*

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	
Marriage and civil partnership		X	
Pregnancy and maternity		X (See Sect 3)	
Race		X	
Religion or belief		X	
Sex		X	
Sexual orientation		x	

<p>3: Does the policy, procedure or relevant practice advance equality of opportunity? Yes: X (<i>Potentially</i>)</p> <p>No: <input type="checkbox"/></p>
<p>If “Yes”, how?</p> <p>Provision exists to extend / adjust normal duration of probationary periods to take account of extended periods of absence which may occur due to Sickness (“Disability”) or “Pregnancy” (i.e. Maternity Leave).</p>
<p>If “No”, could the policy, procedure or relevant practice be changed or revised to advance equality of opportunity?</p> <p>Yes: <input type="checkbox"/></p> <p>No: <input type="checkbox"/></p>
<p>If “Yes”, how could this be done?</p>

<p>4: Please indicate if a full EQIA is recommended</p> <p>Yes: <input type="checkbox"/></p> <p>No: X</p>
<p>Please provide reasons for your recommendation</p> <p><i>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 delivery on core post duties. The early and regular meetings to review individual development needs provides an opportunity for individuals to alert and discuss individual concerns and for adjustments to be made as appropriate.</i></p>

<p>4: Subsequent Action</p> <p><i>Stakeholder engagement will be undertaken with staff undertaking process following first 18 months of adoption to seek comment / views, and feedback analyses against D & E provided to determine whether there are any trends requiring review of provision.</i></p>
<p>If a full EQIA is recommended, when will this be produced?</p> <p>N/A</p>

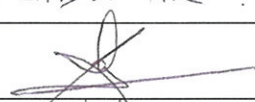
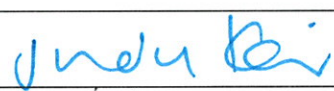
If it is possible to amend or change the policy, procedure or practice to advance or promote equality, what action will be taken to ensure this happens, and when?

(Implemented, as detailed above.)

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:	Gordon White	Judy Keir
Position:	Head of HR	Director HR & Org. Development
Signature:		
Date:	5/12/12	5/12/12