

**Equality Impact Assessment (EQIA) Initial Screening Proforma**

<b>Title of Policy, Procedure, or Relevant Practice:</b>	<b>Recruitment Authorisation Procedure (Dated 10 December 2012)</b>	
<b>Lead Officer:</b>	HR AND ORGANISATIONAL DEVELOPMENT DIRECTOR	
<b>Type of Policy, Procedure, or Relevant Practice:</b>	New:	<input checked="" type="checkbox"/>
	Existing/Reviewed:	<input type="checkbox"/>
	Revised/Updated:	<input type="checkbox"/>
<b>Date of Assessment:</b>	10 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?**

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

Protected Characteristics	Yes	No	Not Known
Age		NO	
Disability		NO	
Gender reassignment and Transgender		NO	
Marriage and civil partnership		NO	
Pregnancy and maternity		NO	
Race		NO	
Religion or belief		NO	
Sex		NO	
Sexual orientation		NO	

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

Yes:

No:

If "Yes", how?

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

Yes:

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

Process relates to internal process for control and authorisation of expenditure.  
Process has no bearing on individual employees, hence no impact on individuals with Protected Characteristics.

**4: Subsequent Action**

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

N/A

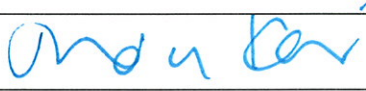
If it is possible to amend or change the policy, procedure or practice to advance or promote equality, what action will be taken to ensure this happens, and when?

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:	JUDY KEIR
Position:	HR & ORGANISATIONAL DEVELOPMENT DIRECTOR
Signature:	
Date:	10 December 2012