

Equality Impact Assessment (EQIA) Initial Screening Proforma

Title of Policy, Procedure, or Relevant Practice:	Stress Management Policy Version 1.0 Dated 15 February 2013	
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:	15 February 2013	

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

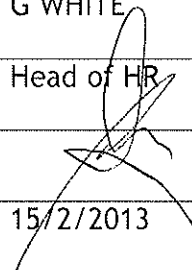
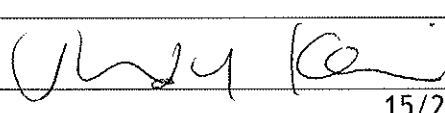
Protected Characteristics	Yes	No	Not Known
Age		X (See Sect 3)	
Disability		X (See Sect 3)	
Gender reassignment and Transgender		X (See Sect 3)	
Marriage and civil partnership		X (See Sect 3)	
Pregnancy and maternity		X (See Sect 3)	
Race		X (See Sect 3)	
Religion or belief		X (See Sect 3)	
Sex		X (See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

<p>3: Does the policy, procedure or relevant practice advance equality of opportunity? Yes: X (Potentially)</p> <p>No: <input type="checkbox"/></p>
<p>If “Yes”, how?</p> <p>The policy specifically relates to the provision of early confidential support for individuals who may be suffering from stress - not solely due to work -related issues - but that which may be caused by factors external to the workforce / workplace.</p>
<p>If “No”, could the policy, procedure or relevant practice be changed or revised to advance equality of opportunity? Yes: <input type="checkbox"/> N / A</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 and satisfactory delivery on core post duties and maintenance of personal wellbeing.</i></p> <p><i>The facility to have early informal and confidential discussion on issues of concern which may be causing excessive, unproductive stress provides an opportunity for individuals to alert and discuss personal concerns / worries and achieve early resolution.</i></p>

<p>4: Subsequent Action</p> <p><i>Establishing of new data code categories within existing HR system to support regular anonymised reporting to key internal stakeholder with year on year comparison on stress related illness and nature of both preventative and intervention initiatives conducted.</i></p>
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<p>If a full EQIA is recommended, when will this be produced?</p> <p>N/A</p>
<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?</p> <p>N / A</p>

<p>Sign-off, authorisation and publishing</p> <p>For records, but not for publishing:</p> <ul style="list-style-type: none"> • 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 J KEIR
Position:	Head of HR HR & ORG DEVELOPMENT DIRECTOR
Signature:	 
Date:	15/2/2013 15/2/2013