

Equality and Diversity Impact Assessment Form

Part 1

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| Department | HR |
| Policy | Recruitment and Selection |
| Date of Assessment | 13/3/12, reviewed 8/1/14 |

Part 2

| | Groups | Likely Impact (positive or adverse) |
|---|--|--|
| a | Age | Possible adverse impact on older members of society who may have less access to IT and have had less experience in using IT – potentially therefore may only use hardcopy to view adverts and completed applications may appear less professional if hand written. |
| b | Belief/Religion/Faith | Possible adverse impact on those who may opt to take leave during special religious festivals. Those with strict religious beliefs may require quiet area to pray. |
| c | Socio-economic Status | Possible adverse impact on those at lower end of socio-economic status re accessibility of IT – see above for age and access to specific advertising media e.g. TES, and interview expenses |
| d | Disability (physical, sensory, learning, mental and physical health) | Possible adverse impact on those with sensory disabilities re access to ads and completion of application form. Possible adverse impact on those with specific disabilities re attending and performance at interview. |
| e | Ethnicity/Race/Nationality (including Gypsy Travellers) | Possible adverse impact re access to specific advertising media e.g. TES, English may not be first language. |
| f | Gender (including transgendered and transsexual individuals) | n/a |

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| g | Sexual Orientation | n/a |
| h | Pregnancy and Maternity | Possible adverse impact re start date for those pregnant and/or on maternity leave. If most suitable person for vacancy is pregnant/on maternity leave, then possible that College could implement temp arrangements to cover for period of absence. Possible adverse impact on those on maternity leave re sighting of internal ads. Staff on maternity leave to be contacted about the vacancy and offered opportunity to apply. |
| i | Marriage and Civil Partnership | N/A |
| j | Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues) | Possible adverse impact re accessibility of IT – see above for age and access to specific advertising media e.g. TES. |

Part 3

| | | |
|---|---|--|
| a | Is the policy subject to equality monitoring? | Yes |
| b | If yes, how is the data collected/disseminated and where will it be discussed? | Recruitment monitoring form comprises part of application pack – applicants requested to complete at time of applying for vacancies. Data collated and discussed annually at Leadership, Management and Staff Liaison Gp meetings. |
| c | Has the policy developer consulted with any groups or sought information from them? What are the sources of data to inform this policy? | Recruitment monitoring forms, staff database data (SAGE), data related to promotions. Consulted with Union reps, Staff Liaison Gp |

Part 4

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| Action Plan to Mitigate Potential Adverse Impacts as Detailed above | Target Date |
| Ensure external vacancy ads are published in hard copy and electronic media. | completed |
| On request, offer prospective candidates application packs in varying format appropriate to needs e.g. alternative language, braille etc. | completed |
| Add the words 'If you would like a copy of this document in a different format, such as plain text, large print or Braille, please call us on: 01502 537000 or email: info@l6fc.org ' to all documents accessed by the public | May 2013 |

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| Investigate alternative advertising media to reach wider audience | July 2013 |
| All applicants invited to interview asked to supply details of specific needs | completed |
| Investigate obtaining 'Double Tick' guaranteed interview scheme | July 2013 |
| Candidates able to claim costs of interview (travel costs + overnight accommodation costs) | Completed |
| If most suitable person for vacancy is pregnant/on maternity leave, then College will investigate and if appropriate implement temp arrangements to cover for period of absence. | Ongoing |
| Staff on maternity or other long term leave to be contacted in accordance to 'keeping in touch' arrangements, about the vacancy and offered opportunity to apply. | ongoing |

Equality and Diversity Impact Assessment Form

Part 1

| | |
|--------------------|---------------------------|
| Department | HR |
| Policy | Attendance at Work Policy |
| Date of Assessment | Jan 2013 |

Part 2

| | Groups | Likely Impact (positive or adverse) |
|---|--|---|
| a | Age | Possible adverse impact on older employees who may experience more age related health problems. |
| b | Belief/Religion/Faith | n/a – policy related to sickness rather than other types of absences |
| d | Disability (physical, sensory, learning, mental and physical health) | Possible adverse impact on those with disabilities who may suffer more health problems |

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| e | Ethnicity/Race/Nationality (including Gypsy Travellers) | Possible adverse impact re illness/diseases more prevalent in specific gps e.g. sickle cell anaemia |
| f | Gender (including transgendered and transsexual individuals) | Possible adverse impact on females due to pregnancy related health problems see below |
| g | Sexual Orientation | n/a |
| h | Pregnancy and Maternity | Possible adverse impact due to pregnancy related health problems |
| i | Marriage and Civil Partnership | N/A |
| j | Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues) | N/a |

Part 3

| | | |
|---|---|---|
| a | Is the policy subject to equality monitoring? | Yes |
| b | If yes, how is the data collected/disseminated and where will it be discussed? | Absence monitoring and RTW interviews, absence review meetings. Data collated and discussed termly at Leadership, Management and Staff Liaison Gp meetings. |
| c | Has the policy developer consulted with any groups or sought information from them? What are the sources of data to inform this policy? | Recruitment monitoring forms, staff database data (SAGE). Consulted with Union reps, Staff Liaison Gp |

Part 4

| | |
|--|-------------|
| Action Plan to Mitigate Potential Adverse Impacts as Detailed above | Target Date |
| To consider and where appropriate implement any reasonable adjustments as referred to in policy and consider whether further specialist advice e.g. Occ Health maybe appropriate | on-going |

Equality and Diversity Impact Assessment Form

Part 1

| | |
|--------------------|------------------------|
| Department | HR |
| Policy | Family Friendly Policy |
| Date of Assessment | Nov 2011 |

Part 2

| | Groups | Likely Impact (positive or adverse) |
|---|--|--|
| a | Age | n/a |
| b | Belief/Religion/Faith | n/a |
| d | Disability (physical, sensory, learning, mental and physical health) | n/a |
| e | Ethnicity/Race/Nationality (including Gypsy Travellers) | Possible adverse impact if family crisis occurs abroad due to potential lengthy journey time |
| f | Gender (including transgendered and transsexual individuals) | n/a |
| g | Sexual Orientation | n/a |
| h | Pregnancy and Maternity | n/a |
| i | Marriage and Civil Partnership | N/A |

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|---|---|-----|
| j | Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues) | N/a |
|---|---|-----|

Part 3

| | | |
|---|---|--|
| a | Is the policy subject to equality monitoring? | Yes |
| b | If yes, how is the data collected/disseminated and where will it be discussed? | HR records. Data collated and discussed termly at Leadership and Management, staff liaison meetings. |
| c | Has the policy developer consulted with any groups or sought information from them? What are the sources of data to inform this policy? | Staff records. Consulted with Union reps, Staff Liaison Gp |

Part 4

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|---|-------------|
| Action Plan to Mitigate Potential Adverse Impacts as Detailed above | Target Date |
| To consider each case individually referring to context and individual circumstances – where appropriate to consider a approving a longer period of absence | on-going |

Equality and Diversity Impact Assessment Form

Part 1

| | |
|--------------------|-------------------|
| Department | HR |
| Policy | Capability Policy |
| Date of Assessment | Oct 2011 |

Part 2

| | Groups | Likely Impact (positive or adverse) |
|---|--------|-------------------------------------|
| a | Age | n/a |

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|---|---|---|
| b | Belief/Religion/Faith | n/a |
| d | Disability (physical, sensory, learning, mental and physical health) | Possible adverse impact on those with disabilities who may find it more difficult to carry out role to an acceptable standard |
| e | Ethnicity/Race/Nationality (including Gypsy Travellers) | n/a |
| f | Gender (including transgendered and transsexual individuals) | n/a |
| g | Sexual Orientation | n/a |
| h | Pregnancy and Maternity | Possible adverse impact due to pregnancy related health problems |
| i | Marriage and Civil Partnership | N/A |
| j | Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues) | N/a |

Part 3

| | | |
|---|---|---|
| a | Is the policy subject to equality monitoring? | Yes |
| b | If yes, how is the data collected/disseminated and where will it be discussed? | HR records. Data collated and discussed termly at Leadership and Management meetings. |
| c | Has the policy developer consulted with any groups or sought information from them? What are the sources of data to inform this policy? | Staff records. Consulted with Union reps, Staff Liaison Gp |

Part 4

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|---|-------------|
| Action Plan to Mitigate Potential Adverse Impacts as Detailed above | Target Date |
| To consider and where appropriate implement any reasonable adjustments as appropriate in particular for disabled staff and pregnant women | on-going |

Equality and Diversity Impact Assessment Form

Part 1

| | |
|--------------------|-------------------------|
| Department | HR |
| Policy | Pay Policy and Guidance |
| Date of Assessment | Mar 2013 |

Part 2

| | Groups | Likely Impact (positive or adverse) |
|---|--|---|
| a | Age | positive impact on teachers who benefit from annual/bi annual increments – older teachers therefore more likely to be paid more than their younger colleagues |
| b | Belief/Religion/Faith | n/a |
| d | Disability (physical, sensory, learning, mental and physical health) | Possible negative impact for disabled staff who may find it more difficult to deliver objectives and merit any performance related pay/increments |
| e | Ethnicity/Race/Nationality (including Gypsy Travellers) | n/a |
| f | Gender (including transgendered and transsexual individuals) | Indirect adverse impact on females who are more likely to be p/t than males |
| g | Sexual Orientation | n/a |

| | | |
|---|---|---|
| h | Pregnancy and Maternity | Possible adverse impact due to periods away from work |
| i | Marriage and Civil Partnership | N/A |
| j | Any other groups/issues (unemployed, homeless, refugees or asylum seekers, migrant workers, rural issues) | N/a |

Part 3

| | | |
|---|---|--|
| a | Is the policy subject to equality monitoring? | Yes |
| b | If yes, how is the data collected/disseminated and where will it be discussed? | HR records. Data collated and discussed termly at Leadership and Management, staff liaison meetings. |
| c | Has the policy developer consulted with any groups or sought information from them? What are the sources of data to inform this policy? | Staff records. Consulted with Union reps, Staff Liaison Gp |

Part 4

| Action Plan to Mitigate Potential Adverse Impacts as Detailed above | Target Date |
|--|-------------|
| Ensure individuals objective setting take into account p/t working hours and that objectives are appropriate for role, grade and no. of working hours | on-going |
| Ensure individuals objective setting take into account any disabilities and that objectives are appropriate for role, grade making reasonable adjustments for any disability | On going |
| Ensure those on mat leave receive appropriate performance related pay (staff support payment) | On –going |
| Ensure all suitably qualified staff have opportunity to apply for promotions/additional responsibilities which attract allowances regardless of protected characteristics | On going |