

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S101 - Appraisals
Policy holder Job title Contact details	Liz Howard HR Director (01603) 731303 / (01473) 784105 Liz.howard@eastonotley.ac.uk
SMT owner	Liz Howard
Date of completion	3 <sup>rd</sup> December 2012
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>A formal appraisal process ensures the key strategic objectives, as set by the College Corporation, are cascaded down to all employees.</p> <p>The main objectives of appraisal are to:</p> <p>Provide a structured review and assessment of past performance, review current work responsibilities and determine performance objectives which meet the future needs of the College.</p> <p>Recognise specific achievements and promote self-awareness amongst staff of their own strengths, potential and areas for improvement. Identify individual training and development needs, develop plans to meet these needs and evaluate the effectiveness of training undertaken.</p> <p>Identify future development opportunities for individuals and provide information which will assist with career planning within the College.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>Appraisals are not a disciplinary measure; appraisals lead to recognition and development, and as such the general feedback has been positive.</p> <p>Not all staff have been appraised and this has been focussed upon in late 2012.</p> <p>The College believes all staff should benefit from an appraisal but accepts that the great number of support staff on casual contracts means a specific group may not be appraised due to the extremely variable nature of the hours they work / their sporadic work patterns / variety of Line Management.</p>	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes

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Ethnicity / Race	Disadvantages in regards to Ethnicity / Race have not been highlighted during the review of this procedure.
Language	Disadvantages in regards to Language have not been highlighted during the review of this procedure.  The College would always ensure employees fully understand procedures and would use different approaches to assist communication.
Disability	Disadvantages in regards to Disability have not been highlighted during the review of this procedure.  However the College is fully aware that an employee with a disability may require reasonable adjustments to be made throughout their employment and the appraisal process is no exception. Cases will be dealt with on a one to one basis.  The College will ensure that disability related leave does not impact inappropriately on an employee's appraisal.
Gender	Disadvantages in regards to Gender have not been highlighted during the review of this procedure.
Religion or Belief	Disadvantages in regards to Religion or Belief have not been highlighted during the review of this procedure.
Age	Disadvantages in regards to Age have not been highlighted during the review of this procedure.
Sexuality	Disadvantages in regards to Sexuality have not been highlighted during the review of this procedure.
Pregnancy & Maternity	Disadvantages in regards to Pregnancy & Maternity have not been highlighted during the review of this procedure.  The College will ensure that pregnancy and maternity related leave does not impact on an employee's appraisal, though it may mean a cycle is missed.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (please circle)
This will be conducted by:	N/A (date)
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

EIA – reviewed by Policy committee 3<sup>rd</sup> December 2012, D Bale, C Bound, J Bultitude, L Howard