

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S104 – TOIL
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 rd December 2012
Step A	
What are the aims, perceived benefits and suggested outcomes?	
<p>The nature of this procedure is to ensure a fair, consistent and transparent approach is taken to the management of lieu time.</p> <p>Slightly different arrangements exist for each staffing group and the details are set out within this procedure.</p> <p>The objective of this procedure is to provide guidance to managers and staff regarding the management of hours worked in excess of contract.</p> <p>As it is not possible to publish guidelines for every situation, where necessary the Line Manager has discretion in applying the guidelines to ensure the efficient and effective running of the department and in considering the welfare of all employees.</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>The TOIL policy aims to highlight the importance of work-life balance and looks to ensure a consistent approach across the campuses.</p> <p>This policy is new for the Otley campus, and revised for the Easton campus.</p> <p>Feedback over the past 18 months suggests the procedure is a good tool for managing in a consistent way and as such the procedure is deemed a positive resource.</p> <p>The policy is applied on a staffing basis, and as such can have different application to one group than another. But each group is made up of a variety of protected characteristics and is therefore deemed to be fair and reasonable and non-discriminatory.</p>	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity / Race	Disadvantages in regards to Ethnicity / Race have not been highlighted during the review of this procedure.

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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.
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.
Full impact assessment required?	YES <input type="radio"/> NO <input checked="" type="radio"/> (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 3rd December 2012, D Bale, C Bound, J Bultitude, L Howard