

# Easton&OtleyCollege

## Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	P100 – Staffing Adjustment Policy
Policy holder	Liz Howard
Job title	HR Director
Contact details	01603 731205 / 01473 784105 – liz.howard@eastonotley.ac.uk
Directorate owner	Liz Howard
Date of completion	5 <sup>th</sup> Feb 2015
<b>Step A</b>	
What are the aims, perceived benefits and suggested outcomes?	
<p>This policy provides a formal structure and guidance to all staff involved in a staffing adjustment exercise.</p> <p>Staffing adjustments will be the responsibility of the Principal and Vice Principals.</p> <p>Staffing adjustments may be required from time to time to ensure the efficient and effective operation of the College.</p> <p>The College will work with its employees to avoid ‘redundancies’ wherever possible, but is aware that external pressures placed upon the College, including, but not limited to financial constraints; student numbers; increasing costs; and changes in the curriculum, may result in actions which lead to strategic changes in the workforce.</p>	
<b>Step B</b>	
Do you have any data showing how the policy has been received and whether it is successful?	
A few staffing adjustments have been required over the past three years. When such have been required this policy has been invoked. One appeal was raised and found to be unsubstantiated and no grievances have been issued and the College is therefore satisfied that this policy is fair and legally compliant.	
<b>Step C</b>	
Which equality strands could the policy, procedure or event impact upon?	
<b>Strand</b>	<b>Notes</b>
Ethnicity / Race / Language	The College accepts that staffing adjustments will cause anxiety within all groups of staff and therefore the College will seek to understand specific requirements of each ‘protected characteristic’ to ensure the process is completed in a sensitive and supportive manner. The College does not believe this policy has an undue adverse impact upon this specific characteristic.
Pregnancy / Maternity	The College is aware of specific legislative rights in relation to this specific group in regards to redundancy situations and will ensure this policy respects and adheres to best practice whilst ensuring equitable behaviour for all other groups.

Disability	The College is aware that certain selection criteria, if applied, could have an adverse impact upon a person with a disability. The College will therefore liaise with affected groups and will ensure that criteria applied are suitable. The College will ensure that absence related to a disability will be disregarded, should absence be selection criteria.
Gender	The College is aware that female employees may have career breaks and maternity leave. Whilst male employees are being given increasing rights the take up of paternity leave is not very high. Therefore the College will ensure leave related to caring responsibilities in general is not a deciding factor in any selection criteria.
Religion	The College does not anticipate any adverse impact upon this specific characteristic from this policy.
Age	The College does not have a default retirement age and will not place any undue pressure on staff to retire during a staffing adjustment exercise. The College will only use length of service as an ultimate tie breaker in selection criteria scenarios that are 'drawn'. With these provisos in place the College believes this policy will not have an adverse impact on this specific characteristic.
Sexuality	The College does not anticipate any adverse impact upon this specific characteristic from this policy.
Gender Reassignment	The College does not anticipate any adverse impact upon this specific characteristic from this policy.
Full impact assessment required?	YES <input checked="" type="radio"/> NO (please circle)
This will be conducted by: _____ (date)	
A copy of this form should be sent to the holder of the policy, procedure or event organiser	

This EIA was completed post review by the Governors 5/2/2015