

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	S103 – Hours of Work
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 College has a commitment to look after the health and safety of employees and will endeavour at all time to ensure compliance with all relevant legislation including the Working Time (Amendment) Regulations 2003 and Health and Safety at Work Act 1974. The College is committed to enabling employees to achieve a good work life balance and will provide a fair framework within which to operate.</p> <p>This procedure applies to all employees of the College whatever their contractual status.</p> <p>The procedure covers hours of work, additional hours of work inside College, and additional work outside.</p>	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
<p>This procedure is an important reference document to refer to when ensuring consistency of payments to all staff.</p> <p>This therefore allows equality of pay and fairness.</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.
Language	Disadvantages in regards to Language have not been highlighted during the review of this procedure. The College would always ensure employees fully

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	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 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 3rd December 2012, D Bale, C Bound, J Bultitude, L Howard