

Easton&OtleyCollege

Equality Impact Assessment – Initial Screening Form

Policy / procedure / event title	Childcare Vouchers Scheme Procedure
Policy holder Job title Contact details	Liz Howard HR Director Extn 303
Directorate owner	Liz Howard
Date of completion	March 2013
Step A	
What are the aims, perceived benefits and suggested outcomes?	
Through the College employees are able to purchase 'Kiddivouchers' as part of the childcare vouchers scheme via salary sacrifice.	
Step B	
Do you have any data showing how the policy has been received and whether it is successful?	
The College has elected to choose the scheme operated by the Otley campus. Such has proven easier to administer. Therefore moving forward this scheme will be advertised to staff.	
Step C	
Which equality strands could the policy, procedure or event impact upon?	
Strand	Notes
Ethnicity	All eligible staff of every protected characteristic are able to request to enter a salary sacrifice scheme as long as they meet the eligibility criteria as laid down by the HMRC. As this brief procedure reflects legislation it is deemed to be non-discriminatory to all protected characteristics.
Language	The College will support staff who require such assistance in understanding this procedure.
Disability	This procedure can be made available if different formats to meet the needs of employees with a disability.
Gender	All eligible staff of every protected characteristic are able to request to enter a salary sacrifice scheme as long as they meet the eligibility criteria as laid down by the HMRC. As this brief procedure reflects legislation it is deemed to be non-discriminatory to all protected characteristics.

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	The scheme is open to both genders.
Religion	All eligible staff of every protected characteristic are able to request to enter a salary sacrifice scheme as long as they meet the eligibility criteria as laid down by the HMRC. As this brief procedure reflects legislation it is deemed to be non-discriminatory to all protected characteristics.
Age	All eligible staff of every protected characteristic are able to request to enter a salary sacrifice scheme as long as they meet the eligibility criteria as laid down by the HMRC. As this brief procedure reflects legislation it is deemed to be non-discriminatory to all protected characteristics. It is accepted that there will be some ages that are more likely / less likely to access the benefit of this procedure. But eligibility is set by the HMRC so is ultimately justifiable.
Sexuality	All eligible staff of every protected characteristic are able to request to enter a salary sacrifice scheme as long as they meet the eligibility criteria as laid down by the HMRC. As this brief procedure reflects legislation it is deemed to be non-discriminatory to all protected characteristics.
Full impact assessment required?	YES <input type="radio"/> NO <input checked="" type="radio"/> (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 Policy Review Group 18th March 2013.