

Equality Impact Assessment Results Summary (December 2022)

The Equality Act Specific Duties (Scotland) (2012) Act requires that, for each decision made, public bodies must assess the equalities impact in relation to the public sector equality duty and publish the results.

Our College applies an Equality Impact Assessment to each strategy, policy and procedure produced. To help demonstrate our compliance with the specific duty to assess equalities impact and publish the result, this summary document contains the results of each of the EqIAs we have undertaken. EqIAs are completed in relation to all protected characteristics, and with regard to the additional considerations of Gender Based Violence, Human Rights, Care Experience, Carers, Armed Services Veterans, Mental Health considerations and Socio-economic status.

Strategy	Summary of results
Ambition 2025	<p>All aims of the strategy, in their widest application, support equality of opportunity and attempt to reduce discrimination for all protected characteristics, but particularly those to nurture aspiration, ambition and achievement, and to enable equity of access and social mobility. The remaining three aims, through creation of a flourishing and prosperous community, will foster good relations.</p> <p>Within the supporting strategies, the key aims which support eliminating discrimination, harassment and victimisation while also promoting equality of opportunity or establishing good relations are:</p> <ol style="list-style-type: none"> 1) Student Experience <ul style="list-style-type: none"> Provide equitable access to high quality teaching, support and progression opportunities – the provision of support and emphasis on progression will benefit all groups Provide personalised learning pathways through a tertiary and professional educational offer – personalisation enables the College to provide tailored support which benefits all groups as it is reactive to need Widen access for all and provide equality of opportunity 2) People and Culture <ul style="list-style-type: none"> Nurture, support and develop our talent to support continuous learning and professional updating Increase ownership and accountability across our workforce 3) Growth and Innovation <ul style="list-style-type: none"> Be agile and responsive to our communities Grow our regional, national and international partnership working 4) Finance and performance <ul style="list-style-type: none"> Enable the highest College performance levels – good to outstanding by 2025 Be streamlined through data driven innovation to drive business improvement

5) Systems and infrastructure

Integrate and harmonise college systems to meet our customers' needs

Provide an exceptional experiential learning and social environment to support high quality learning

Model innovative workplace practices with a focus on increasing our customer reach and satisfaction

Provide a modern estate which is flexible, adaptive and meets the needs of our current and future users

Optimise our ways of working through the use of digital technologies

Within the Key Performance Indicators, the following are likely to have a positive impact:

2) Open and connected – the aim to include all students wherever and whoever they are should mean that people from minority groups across the protected characteristics can save income and travel time, two of the key disadvantages identified through our regional community survey as barriers for all PCs, and still access learning.

3) Tackling poverty – poverty is accepted as a key common denominator in the experience of people across the protected characteristics, so actions to address this should be a positive impact for all groups.

4) Resilient communities – includes our work with the partnership regional Diversity Working group, which has members from across all protected characteristics groups and is a positive impact.

5) Growing up loved, safe and respected takes account of the different needs and experiences of people across all protected characteristics, so despite its connection to age, the effects should continue throughout later life and provides positives for all groups.

10) Creative and diverse cultures – encompasses people and communities from right across all protected characteristics, identifying these as valuable and ensuring positive outcomes.

11) Respecting, protecting Human Rights – is intrinsically linked to fair treatment for all protected characteristics. A focus on these will provide positive outcomes across all groups.

<p>Finance and Performance Strategy</p>	<p>This high level Strategy provides positive impacts across all protected characteristics and additional considerations. Financial sustainability and business expansion for the College supports the right of people across our community to exercise their human rights to education and, as a consequence, employment.</p> <p>Under aim 2: Investment/business case model development will be subject to tiered Equality Impact Assessment through the structure applied by the Transformation 2 project programme. This means all aspects of the model will be subject to scrutiny to ensure no inherent discrimination is evident, that the model encourages equality of opportunity, and that it promotes good relations between groups across all protected characteristics.</p> <p>Under aim 4: accurate and simplified data collection and presentation is a key factor in tracking equality of opportunity and eliminating unconscious bias across all protected characteristics. Rooting out 'invisible' discriminatory practices is only possible using reliable trend data and drill down capability. This aim should ensure that we more effectively meet all three aspects of the equality duty across all protected characteristics.</p>
<p>Growth and innovation Strategy</p>	<p>This high level Strategy provides positive impacts across all protected characteristics and additional considerations, with particular positives relating to disability and mental health.</p> <p>Collaboration and partnership working locally (Aim 1) should ensure that people from across all strands of our community are catered for in our provision, which should reduce discrimination, increase equality of opportunity through tailored approaches and therefore promote good relations. The aim to promote entrepreneurship (Aim 3) should enable people from across the protected characteristics to find individual routes to financial independence that is not reliant on working for organisations, which are still statistically showing underperformance in recruitment of some groups. Local businesses started and run by people from minority groups should benefit the whole community through diverse provision and thorough understanding of community needs. If this aim is successful, it should lead to improved equality of opportunity and promote good relations across all protected characteristics.</p> <p>The aim to grow regional, national and international partnership working (Aim 5) should enable the College to develop a good understanding of diverse partner agencies requirements, which in turn is likely to include a spectrum of people from across the protected characteristics. In an area with a very traditional population profile, this partnership working give an opportunity to broaden horizons and involve a more diverse group in our plans and achievements. This should reduce discrimination, increase equality of opportunity and promote good relations across all protected characteristics.</p>

People and Culture Strategy

All aims of the strategy, in their widest application, support equality of opportunity and attempt to reduce discrimination for all protected characteristics. Through creation of a flourishing and prosperous community, the strategy will foster good relations.

The key aims which support eliminating discrimination, harassment and victimisation while also promoting equality of opportunity or establishing good relations are:

- Nurture, support and develop our talent to support continuous learning and professional updating
- Increase ownership and accountability across our workforce

The key performance indicators which support these are:

- Resilient Communities
- Creative and Diverse Cultures
- Respecting and protecting Human Rights

The objective to utilise the Equality and Diversity Framework to secure improvement in College culture and practice includes planning, monitoring and reporting on activity for the progression of good practice relating to all protected characteristics and should ensure a powerful positive impact for them all.

The objective to establish effective succession planning systems affords the opportunity to build in safeguards against unconscious bias, and will be monitored each year which will allow for the discovery of any discriminatory processes.

The objectives to have our people collaborate to create a culture that nurtures their Health and Wellbeing and to promote equality and diversity for all staff and students should have wide-ranging positive impacts across all protected characteristics.

<p>Student Experience Strategy</p>	<p>All aims of the strategy, in their widest application, support equality of opportunity and attempt to reduce discrimination for all protected characteristics, but particularly those to nurture aspiration, ambition and achievement, and to enable equity of access and social mobility. The remaining three aims, through creation of a flourishing and prosperous community, will foster good relations.</p> <p>The key statements which support eliminating discrimination, harassment and victimisation while also promoting equality of opportunity or establishing good relations are:</p> <p>The emphasis on co-creation should ensure that a diverse range of voices contribute to the curriculum, reflecting the diversity of the student population effectively.</p> <p>Enabling equity of access should ensure that students from across all the characteristics have their need taken into account.</p>
<p>Systems and Infrastructure Strategy</p>	<p>For all protected characteristics, the objective to redesign College spaces should provide a positive impact as the views and inputs from students and staff to these projects will help shape campuses which better cater for individual needs, such as quiet spaces and social spaces.</p> <p>The objective to provide data more readily and tailored to our reporting needs should have a positive impact, in that statistics for all protected characteristics are used to underpin our annual Equality and Diversity Plan, and to shape the PSED Equality Outcomes which we use on a four yearly cycle to direct work which should benefit people from across the minority groups within the protected characteristics.</p>

ROA	Summary of results
Regional Outcome Agreement 2022/23	<p>This agreement is likely to have positive impacts across all protected characteristics in relation to elimination of discrimination, progressing equality of opportunity and promoting good relations. Each of the items contained within additional considerations should also benefit. There are no obvious areas of negative impact. Positives include end to end student journey support, mental health support which has been put in place with additional national funding assistance, and work on accessible digital solutions.</p> <p>In terms of assessing implementation of the agreement, much of the practical application involved is held within Ambition 2025 and the five strategies which directly support it. These have undergone their own Equality Impact Assessment process, the results of which can be found within our Equality Impact Assessment Summary 2023.</p> <p>Human Rights to Education and Employment are supported by this agreement.</p>
Regional Outcome Agreement 2021/22	<p>This agreement is likely to have positive impacts across all protected characteristics in relation to elimination of discrimination, progressing equality of opportunity and promoting good relations. Each of the items contained within additional considerations should also benefit. There are no obvious areas of negative impact. In terms of assessing implementation of the agreement, much of the practical application involved is held within Ambition 2025 and the five strategies which directly support it. These have undergone their own Equality Impact Assessment process. Human Rights to Education and Employment are supported by this agreement.</p>
Regional Outcome Agreement 2020/21	<p>Impacts are positive across the full range of protected characteristics, additional considerations and human rights issues for this high level agreement.</p> <p>Supporting strategies and projects have been individually impact assessed, and care will be taken to impact assess emerging policies, procedures and projects to ensure that any barriers to student or staff progression based on profile or background are addressed as far as possible. Our Equality Outcomes 2021-25 and supporting annual Equality and Diversity Plan are embedded within the agreement.</p>

Policy	Summary of results
Admissions Policy	Impacts are positive for all protected characteristics for this policy, particularly in relation to avoiding discrimination and the treatment of applicants on the grounds of disability, race and sex.
Adverse Weather Policy	For the majority of protected characteristics and additional considerations, impacts should be neutral as there is no obvious difference in requirement for attendance during adverse weather conditions. However, the commitment to consider all requests sympathetically should ensure a positive impact in terms of gender (caring responsibilities), pregnancy/maternity, disability, carers and socio-economic status as these elements will be taken into account when making a decision.
Anti-Fraud and Corruption Policy	Impacts are positive for all protected characteristics for this policy.
Anti-Bullying Policy	Impacts are positive for all protected characteristics for this policy, particularly in relation to harassment and the commitment to address bullying at an early stage before it escalates. In particular, there is a provision for behavioural issues related to disability to ensure that this does not disadvantage people from this group disproportionately.
Assessment Policy	The policy contains a range of checks and balances which ensure there is a neutral impact across all protected characteristics and additional considerations. There are safeguards in the policy which ensure that people with the protected characteristics of disability, gender reassignment and gender/pregnancy /maternity are not negatively impacted.
CCTV Policy	Impacts are positive across all of the protected characteristics for this procedure due to the additional safety afforded against bullying and harassment provided by the system. The requirement to comply with the Data Protection Act and provisions for authorised use of covert cameras will ensure that the Human Right to privacy is maintained.

Policy	Summary of results
Conflict of interest Policy	<p>This policy is likely to have a positive impact across all protected characteristics in terms of eliminating discrimination due to the transparent and consistently applied appointments process for relevant staff, and will encourage reporting that may uncover unconscious bias by recognising that it is better to submit a concern even if it turns out to be baseless. Application of this policy should therefore promote equality of opportunity, and fair application should promote good relations as it will be clear to all staff and students that a fair process free of bias is being applied. There are likely to be neutral impacts across the additional considerations. The policy should promote the Human Rights to Education, and subsequently to Employment.</p>
Copyright Policy	<p>Impacts are positive for all protected characteristics for this policy, in particular in relation to permission requirements for publishing personal material and photographs</p>
Data Classification and Handling Policy	<p>The ability to control availability of data held should ensure that personal equalities profile data is securely held and used only for appropriate purposes, reducing discrimination across all protected characteristics. The procedure also allows sharing of information which may be advantageous in provision of support to ensure equality of opportunity, and a water-tight process should promote good relations. There is no discernible impact for the additional considerations. This procedure supports the Human Right to Privacy and Family life.</p>
Data Protection Policy	<p>Impacts are positive the majority of protected characteristics for this procedure. The policy should encourage people to share their protected characteristic information, ensure that the sensitive information we collect in order to root out indirect discrimination and monitor equalities progress is safely stored and appropriately used so that individuals are not impacted.</p>
Equality and Diversity Policy	<p>The policy is inherently positive for all protected characteristics in that it is structured to match the requirements of the Equality Act 2010, the General Equality Duty and Specific Duties (Scotland) on public sector agencies. The emphasis on fair treatment and avoidance of discrimination, whilst not designed to protect people from within the additional considerations, is likely to positively impact on these groups as it will foster consideration for people who are disadvantaged and encourage good relations.</p>

Policy	Summary of results
Essential Skills Policy	Impacts are positive across the protected characteristics through the strategic aims to provide access to education and training at all levels and to enable people to build independence and confidence in a supportive environment.
Financial Regulations Policy	This policy should have a positive impact across all protected characteristics and additional consideration groups, due to the assurance provided by its links to the Whistleblowing Policy and Code of Conduct and its very clear instructions on all aspects of financial activity. Individuals are left in no doubt as to the validity of their own activities relating to finance and the College.
Health and Safety Policy	This policy is likely to have positive impacts for disability, pregnancy and all of the additional considerations groups. All other impacts are neutral.
Home Working Policy	The option to work from home should have a positive impact for the majority of protected characteristics and additional considerations, and neutral impacts for marriage/civil partnership, race and care experience.
ICT Acceptable Use Policy	Impacts are positive across all of the protected characteristics for this policy as it will discourage online bullying and harassment or other inappropriate use which might create an intimidating culture within the college. This applies less clearly to the additional considerations, although impacts should still be mildly positive as people from the groups listed can find themselves marginalised and excluded, which the policy should help to discourage. The Human Right to privacy and family life is protected through restricted use of monitoring and data protection measures built into the policy.
ICT Security Policy	Impacts are positive across all of the protected characteristics for this policy as it will embed information security further into our College culture. Privacy is a key element in ensuring trust is maintained between people from minority groups across all protected characteristics and additional considerations. The Human Right to privacy and family life is protected through data protection measures built into the policy.
Individual Performance and Development Policy and Procedure	There are positive impacts across all protected characteristics and additional considerations for this policy and procedure. The requirement to agree content by both employee and manager through dialogue should ensure that discrimination can be directly challenged, and this in turn should ensure equality of opportunity and, through transparency, promote good relations.

Policy	Summary of results
Internal Audit Policy	The aim to transparently log and assign remedial action should ensure positive impacts for staff and students across all protected characteristics and additional considerations. Identifying weaknesses in our policies and procedures should root out discrimination, help to ensure equality of opportunity and, through a clear and verifiable process, promote good relations as people will trust the system.
Learner Behaviour Policy	Impacts are positive across the full range of protected characteristics, with particular advantages identified related to caring responsibilities, pregnancy/maternity and disability.
Marketing Policy	Impacts are positive across the full range of protected characteristics and human rights issues for this policy, as equality and diversity is a core element of the implementation, and as communication is a key means of consultation with people from across all groups.
Menopause Policy	<p>The policy has positive impacts across all protected characteristics in that greater knowledge and understanding of the menopause will benefit intersectional profiles of people across all groups whether this is as a person with menopause or their partner, colleague or relative. This should promote good relations and minimise discrimination and harassment through improved knowledge.</p> <p>There are particular positives for age and sex since the direct effects of the menopause affect older females, and for gender identity, in that the policy recognises that trans men, non-binary people and intersex people may also be directly affected. The sensitivity inherent in the approach for Managers should also produce positive effects for disabled people, as it will encourage an active dialogue with all staff and so encourage equality of opportunity.</p> <p>For the additional considerations, statistically older women tend to be 'sandwich' carers, with grandchildren, elderly relatives and older partners who may need care, so there should be an indirect advantage. Also, the approach in place for Managers should foster a flexible approach which will also benefit people who are experiencing mental health issues. Other additional considerations are likely to be neutral.</p>

Policy	Summary of results
Organisational Change Policy and Procedure	The commitment to consistent and continuing EIA of decision and design within the procedure should ensure that there are no negative impacts for people across the protected characteristics or additional considerations. EIAs for Redeployment and Redundancy Policies have also been initiated which contain more detail on the effects of these two options, both of which can be the result of organisational change reviews.
Payment of Fees Policy and Procedure	Potential negative impacts across some protected characteristics and additional considerations groups related to direct and indirect links with socioeconomic status are mitigated and managed by the availability of funding support from SAAS and SFC. Decision on which students may access these sources of funding are made by these organisations, therefore production of an EIA on accessibility of these support funds lies with these awarding bodies. Mitigation relating to interruption of study related to the protected characteristics or additional considerations is covered by the listed exceptions in the procedure.
Public Interest Disclosure Policy	Impacts are positive for all protected characteristics for this policy, with particular positives relating to religion or belief.
Quality Assurance Policy	Implementation of this policy, through the aimed for continuous enhancement in the quality of our provision through involvement of staff, student and stakeholders in the development, maintenance and monitoring of our quality systems should ensure positive impacts across all protected characteristics and additional considerations as people from each group will be able to contribute to the design of everything we do. This should help to eliminate discrimination, promote equality of opportunity and promote good relations.
Recognition of Prior Learning Policy	Impacts are neutral across the majority of protected characteristics, however there are particular positives identified related to age and to race.
Redeployment Policy	As the ultimate aim of this policy is to prevent redundancy or loss of staff through capability issues, it should provide positive impacts for people across all protected characteristics and additional considerations. There is a particular positive for people with conditions presenting escalating disabilities, either physical or related to mental health, as the policy provides a route to find appropriate alternative employment for the individual.

Policy	Summary of results
Remote Working Policy	The option to work from home should have a positive impact for all protected characteristics and additional considerations except marriage/civil partnership, race and care experience. The potential negative impacts in relation to disability, race, care experience and socio-economic status related to the acquisition of insurance and fire safety provisions for the home environment are mitigated by the need to ensure the safety of the individual as they undertake work for the College.
Retention and Learner Attainment Policy	This policy is positive for all protected characteristics due to the provision of support, identification of difficulties well in advance and equality impact assessment of entry requirements. In particular, candidates with disabilities will be afforded reasonable adjustments in relation to hearing, reading and speaking where necessary.
Risk Assessment Policy	This policy is likely to have no impact on the majority of protected characteristics and additional considerations, in relation to any aspect of the three duties. However, there is a potential positive impact in relation to disability in tailoring assessments to ensure safety applies to all staff and students, regardless of mental or physical health and ability issues.
Risk Management Policy	This policy is likely to be positive for all protected characteristics and additional considerations as equality and inclusiveness issues are inextricably linked with reputation and legislative compliance, both of which are directly managed by this policy.
Safeguarding children, young people and adults at risk policy	Impacts are positive across all protected characteristics, as people from minority groups in each category can be at greater risk due to isolation.
Student Behaviour Policy	The policy should provide positive impacts across all protected characteristics and additional considerations due to requirements that students report and challenge inappropriate behaviour, and do not engage in harassment and bullying. There are allowances within the policy for people who may have reasons related to their protected characteristics to engage differently or less frequently than others who do not share that characteristic. These stipulations should ensure that discrimination and harassment are clearly identified and minimised, thus encouraging equality of opportunity and promoting good relations. This policy should advance the human rights to education and, indirectly, to employment as students are enabled to complete their courses and enter the jobs market in a more favourable position.

Policy	Summary of results
Student Funding Absence Policy	Impacts are positive across the majority of protected characteristics, particularly relating to disability, gender reassignment and pregnancy/maternity.
TOIL and Travel Time Policy	The small fragments of time covered by the TOIL and travel time policy suggest that it is likely to have a neutral effect on all protected characteristics and additional considerations. Positive effects would only be felt when we progress to the wider policies covering home working, remote working or more firmly committed and enforced periods of annual or special leave. The safeguards for authorisation built in do not present a negative impact, and should ensure that all employees can enjoy a predictable and planned working schedule without sudden or unexpected changes to accommodate periods of longer leave.
Travel Expenses Policy	This policy should have a neutral impact across the majority of protected characteristics. However, disability and all additional considerations groups will experience a positive effect due to the recognition that adjustments or low income are addressed by the policy.
Whistleblowing Policy	The ability to confidentially report unlawful behaviour should ensure positive impacts across all protected characteristics – in that unlawful harassment and discrimination can be effectively challenged. This in turn should promote equality of opportunity and promote good relations as any issues of conflict have a fair and transparent route to resolution. Impacts are neutral across the additional considerations. The policy should have a positive impact in relation to the Human Rights as an effective policy for dealing with unlawful behaviour should protect people from vulnerable groups so that they remain in education or employment when a problem is discovered.

Procedure	Summary of results
Admissions: International Overseas Applicants Procedure	This procedure should have a neutral impact across all protected characteristics and additional considerations. There is some difference in treatment of applicants in relation to their race (language and nationality) but these lie with the legislation and will therefore have been impact assessed at a higher decision level.
Admissions Procedure	Impacts are positive for all protected characteristics for this policy, particularly in relation to avoiding discrimination and the treatment of applicants on the grounds of disability, race and sex.
Adverse Weather Procedure	The adverse weather procedure should have a positive impact for the majority of protected characteristics, with particular positive impact relating to gender (childcare and caring responsibilities) and disability in terms of eliminating discrimination in that any member of staff can request the time they need to travel safely to fulfil their personal responsibilities outside of work. It should have a positive impact and advance equality of opportunity and promote good relations because each request will be dealt with flexibly and sympathetically using TOIL and annual leave. There should also be positive impacts relating to carers but neutral impacts in relation to the other additional considerations.
Anti-Bullying Procedure	Impacts are positive for all protected characteristics for this policy, particularly in relation to harassment, the option to report bullying in writing and the commitment to address bullying at an early stage before it escalates.
Approval to Offer Specific Awards Procedure	Impacts are neutral across the protected characteristics for this procedure.
Assessment Appeals Procedure	Impacts are positive across all protected characteristics and additional considerations, as the appeals system itself ensures that unconscious bias is challenged. This directly attempts to remove the risk of discrimination, which in turn will ensure quality of opportunity and, through a clear and transparent process, promote good relations.

Procedure	Summary of results
Assessment Arrangements for Students with Additional Needs Procedure	Impacts are neutral for this procedure for all characteristics and considerations except disability and mental health, which should benefit from a positive impact, as allowances are being made to give students with disabilities or mental health issues equal opportunity to perform at their best in assessment.
Assessment of PPE Requirements Procedure	This procedure is likely to have no impact on the majority of protected characteristics and additional considerations, in relation to any aspect of the three duties. However, there is a potential positive impact in relation to disability in ensuring appropriate PPE is used, which implies reasonable adjustments where the general PPE adopted does not sufficiently protect a person due to a disability.
Assessment Procedure	Impacts are neutral across the majority of protected characteristics for this procedure. Adjustments are built in to the procedure to ensure that issues relating to transgender and disability are accommodated, suggesting positive impacts for these groups.
Asset Management Procedure	Impacts are neutral for most protected characteristics for this policy, but positive for carers, transgender, gender and disability. The policy allows for adjustments to ensure inclusion for these groups.
Career Development Time Procedure	Impacts are neutral across the majority of protected characteristics and additional considerations. Potential negative impacts for disability and mental health have been mitigated through support by managers. This procedure supports the Human Rights to Education and Employment.
Class Formation and Closure Procedure	There are potential negative impacts for disability, gender, care experience, carers, mental health and socio-economic status in that a cancelled or combined course may have disproportionate impacts on these groups. This may result in indirect discrimination and reduce equality of opportunity, but would have little impact on promotion of good relations. These effects are mitigated by the requirement that any cancellation or combination of classes must be a last resort, and justified by the requirement that the College must be financially sustainable.
Complaints Handling Procedure	This procedure is expected to have a positive effect for people from minority groups across all protected characteristics and additional considerations groups.

Procedure	Summary of results
Contingency and Disaster Management Procedure	This procedure is likely to have no impact on the majority of protected characteristics and additional considerations, in relation to any aspect of the three duties. However, there is a potential positive impact in relation to disability in tailoring actions such as evacuation to ensure safety applies to all staff and students, regardless of mental or physical health and ability issues.
Contractors' Guidance Health and Safety Procedure	Impacts are positive across the protected characteristics as reliable access to the building and equipment of the College assists in ensuring that students with particular needs have those needs met.
Contractors' Safe Systems of Work Procedure	Impacts are positive across the protected characteristics as reliable access to the building and equipment of the College assists in ensuring that students with particular needs have those needs met.
Controlled Assessments and Examination Procedure	Impacts are neutral across the majority of protected characteristics for this procedure. Adjustments are built in to the procedure to ensure that issues relating to gender, pregnancy and maternity, transgender, religion and disability are accommodated, suggesting positive impacts for these groups.
Core Skills Procedure	Impacts are neutral across the majority of protected characteristics, however there are particular positives identified related to disability and to race (in terms of language).
COVID 19 Staff Reporting Procedure	This procedure is likely to have a positive impact for men, older people, pregnant women, people with disabilities and people of BAME ethnicity.
COVID 19 Student Reporting Procedure	This procedure is likely to have a positive impact for men, older people, pregnant women, people with disabilities and people of BAME ethnicity.
Creating and Validating Non Recognised Units Awards Procedure	The procedure should have a positive impact across all protected characteristics and additional considerations, as it enables the College to design units and awards tailored to the needs of the local economy and community, with safeguards to ensure a low risk of indirect discrimination or unconscious bias.

Procedure	Summary of results
Credit Card Procedure	This procedure should have a positive impact across all protected characteristics and additional consideration groups, due to the very clear instructions on financial activity. Individuals have clarity and confidence on all activities relating to finance and the College.
Data Breach Procedure	Impacts are positive for all protected characteristics for this procedure. The release of personal equalities profile data can have disproportionately detrimental effects, so this procedure's ability to prevent and mitigate the results of such an incident is very important.
Data Protection Procedure	Impacts are neutral across the majority of protected characteristics for this procedure. Adjustments are built in to the procedure to ensure that issues relating to transgender and disability are accommodated, suggesting positive impacts for these groups.
Data Saving and Data Processor Procedure	The ability to control availability of data held should ensure that personal equalities profile data is securely held and used only for appropriate purposes, reducing discrimination across all protected characteristics. The procedure also allows sharing of information which may be advantageous in provision of support to ensure equality of opportunity, and a water-tight process should promote good relations. There is no discernible impact for the additional considerations. This procedure supports the Human Right to Privacy and Family life.
Deceased Student Procedure	This procedure has a neutral impact across all protected characteristics except disability related to mental health, and all additional considerations except mental health. The sudden loss of a student is likely to have a detrimental effect on the mental health of all staff and students. Having clear and transparent procedures in place minimises this impact, and while this does not impact on eliminating discrimination or ensuring equality of opportunity, it does progress promotion of good relations.
Disputes Procedure	Impacts are likely to be positive across all protected characteristics and additional considerations and across all three aspects of the duty. The ability to challenge decisions made at national or local level is an important safety valve in the process of changing our way of working. This should help us in preventing unintended discrimination, ensuring equality of opportunity and promoting good relations.

Procedure	Summary of results
Document Control Procedure	Impacts are positive across all protected characteristics and additional considerations, as EIA of all quality controlled documents is clearly mapped which should result in better policy development relating to all the groups concerned.
Driving for Work Procedure	Impacts are neutral across the majority of protected characteristics, but there are positive impacts for disability (relating to adapted vehicle use) and gender (related to emergency procedure if breakdown occurs at night/in dangerous or isolated location).
Employment References Procedure	This procedure is likely to have positive impacts across all protected characteristics in terms of each of the three elements of the PSED, and positive impacts across the additional considerations. This is largely due to the objectivity applied to references which protects employees who may have experienced discrimination or harassment which they have not reported during their time of employment, resulting in a biased reference being provided. It also particularly support fairness for people with disabilities as it guards against information being provided which might result in unconscious bias for the recruiting body, such as attendance levels or health history.
External Verification Procedure	Impacts are neutral for all protected characteristics for this procedure.
Fire Evacuation Procedures	These procedures should have positive impacts for disability, pregnancy and all of the additional considerations groups. All other impacts are neutral.
Flexible Working Procedure	This procedure should provide positive impacts in terms of gender, disability and religion or belief. It should minimise discrimination through flexibility of working hours, which in turn should encourage equality of opportunity as employees should be able to continue to develop in their role without sacrificing their job for other responsibilities. The ability to formalise arrangements for transparency and clarity for others in a team should promote good relations. All other protected characteristic impacts are likely to be neutral. The procedure should have a positive impact for carers, in terms of mental health and for some people who have low socio-economic status. Other additional considerations are likely to see neutral impact. The Human Rights to family life and to employment are advanced by this procedure.

Procedure	Summary of results
GDPR Procedures (Various)	The ability to control availability of data held should ensure that personal equalities profile data is securely held and used only for appropriate purposes, reducing discrimination across all protected characteristics. The procedures also allows sharing of information which may be advantageous in provision of support to ensure equality of opportunity, and a water-tight process should promote good relations. There is no discernible impact for the additional considerations. These procedures supports the Human Right to Privacy and Family life.
GDPR Procedure (Various)	The ability to control availability of data held should ensure that personal equalities profile data is securely held and used only for appropriate purposes, reducing discrimination across all protected characteristics. The procedures also allows sharing of information which may be advantageous in provision of support to ensure equality of opportunity, and a water-tight process should promote good relations. There is no discernible impact for the additional considerations. These procedures supports the Human Right to Privacy and Family life.
Grievance Procedure	This procedure is expected to have a positive effect for people from minority groups across all protected characteristics and additional considerations groups. It should help to root out discrimination and harassment through a transparent process.
Harassment and Hate Crime Reporting Procedure	The impact across all items is positive, as reducing harassment is a key element of the PSED duty and this is a core aim of the procedure. It will reduce discrimination and victimisation. This will in turn improve equality of opportunity as all students and staff have the freedom to flourish, relationships will be strengthened, and this will promote good relations.
ICT Support Helpdesk Procedure	The procedure uses a clear rationale for triage and response which should reduce the opportunity for discrimination in the type of response provided that might be linked to any of the protected characteristics. The parameters set should ensure equality of opportunity, with additional positive impacts for the purchase of ICT packages and equipment which provide reasonable adjustments for users who may have a disability. The application of a transparent process should promote good relations across all protected characteristics. Impacts for the additional considerations are likely to be neutral. The procedure should advance the Human Rights to Education and Employment.

Procedure	Summary of results
Induction Procedure	Effective induction is designed to have a positive effect in relation to all protected characteristics and additional considerations. Continued access to information and support tailored to the individual will ensure that anyone who is disadvantaged due to their profile receives the help they need to achieve and enjoy their College experience.
Internal Verification Procedure (general)	Impacts are neutral across all protected characteristics and additional considerations. Checks and balances are in place throughout the procedure to ensure that unconscious bias, direct or indirect discrimination based on protected characteristics cannot occur and that equality of opportunity is achieved. Confidence that this system is fair and equitable promotes good relations.
Internal Verification Procedure (SQA)	Impacts are neutral across all protected characteristics and additional considerations. Checks and balances are in place throughout the procedure to ensure that unconscious bias, direct or indirect discrimination based on protected characteristics cannot occur and that equality of opportunity is achieved. Confidence that this system is fair and equitable promotes good relations. EIA of the SQA framework used to construct this procedure is undertaken by the SQA as the body in authority.
Malpractice and Maladministration of Assessment Procedure	Impacts are neutral across the majority of protected characteristics for this procedure. Adjustments are built in to the procedure to ensure that issues relating to age and disability are accommodated, suggesting positive impacts for these groups.
Marketing Support Requests Procedure	Impacts are positive across the full range of protected characteristics and human rights issues for this procedure, as the core strategic aim is to encourage participation in lifelong learning through widening access and promoting and enabling inclusion and equality of opportunity.
Petty Cash Procedure	This procedure should have a positive impact across all protected characteristics and additional consideration groups, due to the very clear instructions on financial activity. Individuals have clarity and confidence on all activities relating to finance and the College.
Prescription Safety Spectacles Procedure	This procedure has a positive effect for disability, where the disability involves visual impairment. There are neutral effects across the other protected characteristics.
Privacy Notice Procedure	The ability to acquire copies of data held, to withhold consent to hold data and to be 'forgotten' all support the ability of individuals to challenge discrimination across all protected characteristics. Should issues be uncovered through this evidence provision this will assist with ensuring equality of opportunity and promoting good relations. There is no discernible impact for the additional considerations. This procedure supports the Human Right to Privacy and Family life.

Procedure	Summary of results
Recognition of Prior Learning Procedure	Impacts are positive across the protected characteristics in that continuous study or re-entering study is encouraged by this policy, and people from minority groups can be more likely to face disruption which in turn disrupts their plans to study.
Risk Assessment Procedure	This procedure is likely to have no impact on the majority of protected characteristics and additional considerations, in relation to any aspect of the three duties. There is a potential positive impact for disability in tailoring assessments to ensure safety applies to all staff and students, regardless of mental or physical health and ability issues.
Safeguarding children, young people and adults at risk procedure	Impacts are neutral across the majority of protected characteristics, however there are with particular positives identified in relation to disability, race, religion, gender, gender based violence and age.
Safety on Study Trips procedure	This procedure should have positive impacts across all protected characteristics and additional considerations in that students are required to observe the Student Behaviour Policy, which prohibits bullying and harassment on any grounds. The procedure also aims to promote teambuilding which advances good relations. In addition, there are positives for students with disabilities due to the care taken to ensure safety in relation to ability and for approval for vulnerable adults, and the attention paid to collecting medical information. Age, sex and gender are positively impacted due to approvals required for under 16s and attention paid to sex/gender mix for accommodation purposes. The human rights to education, and to privacy and family life due to care over information held, are advanced by this procedure.
Sickness Absence management Procedure	Impacts are positive across the majority of protected characteristics, particularly relating to disability and gender reassignment.
Stress Management Procedure	Belonging to a minority group can amplify stress for individuals, unlawful harassment identified in this procedure applies across all groups, so this should have a positive impact(excluding Marriage/Civil Partnership which is likely to be neutral). Requirements to communicate should minimise the opportunity for discrimination, the resulting employment should promote equality of opportunity, and fostering a good workplace culture will promote good relations. There is a positive in alleviation of disability given the link between mental health and disabilities ie severe anxiety and depression. For the additional considerations, all groups in this list can experience a higher background level of stress due to factors related to their status, so this should be a positive for all of them, in particular mental health. This procedure should advance the human right to employment.

Procedure	Summary of results
Student Counselling procedure	This procedure is positive in relation to all protected characteristics and additional considerations. Provision of confidentiality upholds the human right to privacy and family life, while the core provision of the service should ensure promotion of good relations and fight the effects of discrimination, harassment and victimisation. The resultant confidence and good mental health acquired by clients should, in turn, ensure they can contribute to society and achieve equality of opportunity.
Student Disciplinary Procedure	Impacts are positive across the majority of protected characteristics and additional considerations, however there are particular positives identified related to disability.
Student Funding Appeals Procedure	Impacts are positive across all protected characteristics through fair application of the principles of the procedure and in particular through the recognition at point 3.17 that all decisions must comply with the Equality Act 2010.
Student Funding Applications Procedure	Impacts are positive across all protected characteristics through fair application of the principles of the procedure.
Student Placement Procedure	The procedure is likely to have positive impacts across all protected characteristics as contractors are required to adhere to the College's E&D Policy as part of the application process. This should ensure that discrimination is minimised, that equality of opportunity is advanced and that the promote good relations as all of these elements are outlined within the policy. There are additional positives for young people as the procedure takes account of special circumstances and rights affecting under 16s, and for disability due to careful adherence to health and safety of the individual which should include evacuation procedures and safe working methods that take account of disabilities. There are likely to be neutral impacts across the additional considerations. The procedure is likely to advance the human rights to education and employment.
Students with Additional Needs Procedure	Impacts are neutral across the majority of protected characteristics, however there are with particular positives identified related to disability.
Subject Access Request Procedure	Impacts are neutral for all protected characteristics for this procedure. The ability to request the information in different formats should ensure that disabled people and those who do not have English as their first language are not disadvantaged.

Procedure	Summary of results
Testing Portable Appliances Procedure	Impacts are neutral across all of the protected characteristics for this procedure, with the exception that there are positive impacts related to disability.
Timetabling Procedure	Impacts are likely to be positive for gender, disability and religion or belief, with neutral impacts for other protected characteristics. This is because clearly established and unchanging timetables communicated clearly in advance allow women (who still undertake the majority of child and elder care), people with disabilities which require active management, and those who wish to accommodate regular worship or observance as part of their religious practice can confidently participate in courses and are not discriminated against indirectly by changing timetables. This should in turn promote equality of opportunity, and advance good relations. Positive impacts should also be achieved for carers, mental health and socio-economic status within the additional considerations as predictability of timetables enables carers to plan, reduces anxiety for those with serious anxiety conditions, and makes it easier for those who must work to support themselves while they study to establish shift patterns and keep their employment going. The procedure advances the Human Rights to Education and Employment as stability of timetabling enables both.
Training Agreement Procedure	The procedure aims to ensure that employees gain access to training and qualifications of value to their role in College which incur significant cost (in excess of £500). The ability to secure such training while maintaining a stable budget and workforce is a positive impact across all protected characteristics and additional considerations. Provisions within section 4.8 of the procedure provide extensive flexibility in application of the procedure which counter the possibility of negative impact in terms of prevention of discrimination, ensuring equality of opportunity and promoting good relations. The requirement for the agreement to be signed by both employee and line manager ensures that personal issues are discussed in detail before any commitment on either side is made.
Violence At Work Procedure	This procedure has positive impacts across all nine protected characteristics, in that it deals effectively with possible manifestations of harassment or hate crime.

Other Key Documents

Document	Summary of results
Corporate Parenting Action Plan 2018	Impacts are positive across the full range of protected characteristics and human rights issues for this high level action plan. Care will be taken to impact assess supporting policies and procedures to ensure that any barriers to student or staff progression based on the fact that they are or have been in care are addressed as far as possible.
Data Protection Guidance – Police Enquiries	Impacts are positive across the majority of protected characteristics for this procedure. The swift conclusion of Police enquiries is beneficial to everyone, and in particular will assist in protecting people from minority groups right across the protected characteristics from harassment and hate crime.
Digital Skills Strategy 2018-23	This strategy is likely to be positive for all protected characteristics and additional considerations as one of the key barriers to inclusion in our region for underrepresented groups is transport and isolation. Care will be taken as the strategy is rolled out to ensure that accessibility of content (potentially people with hearing or vision impairment) and support for groups who feel less comfortable with digital platforms (potentially older people) is taken into account.
Equality and Diversity Framework	The framework is inherently positive for all protected characteristics in that it is structured to match the requirements of the Equality Act 2010, the General Equality Duty and Specific Duties (Scotland) on public sector agencies. Groups under the additional considerations should benefit from the tolerant culture it is designed to encourage, and carers and mental health should indirectly benefit due to their connection with gender and disability considerations.
Guidelines for Assessing and Resulting – Covid 19 Exceptions 2019 20	The guidance provides a positive impact for people across all protected characteristics and additional considerations in that it allows people recognise achievement through a range of different evidence routes, with checks and balances in place to minimise the risk of indirect discrimination or unconscious bias.

Document	Summary of results
Local Joint Negotiating Committee and Local Recognition Procedures Agreement	<p>For all protected characteristics, the aim to positively promote and uphold standards of fairness, equality and diversity should have a positive impact in terms of eliminating discrimination and harassment. This, in turn, should ensure better equality of opportunity. There is also a specific aim to promote and develop good relations between College Management and Trade Unions, which should provide an opportunity for people who have protected characteristic profiles not represented at Management level (for our College, this includes disability, sexuality and gender identity) to have their voice heard.</p> <p>For all additional considerations, the aim to positively promote and uphold standards of fairness should have a positive impact in terms of eliminating discrimination and harassment. This, in turn, should ensure better equality of opportunity. There is also a specific aim to promote and develop good relations between College Management and Trade Unions, which should provide an opportunity for people from all backgrounds and incomes to contribute to terms and conditions discussions and decisions.</p>
Online Induction for Students 2020 and 2021	<p>The only equality concerns arising from the Online Induction concern the requirement for all students to access their classes online due to the COVID crisis, a decision which is not part of the online induction document but belongs in part to the EIA of the Risk Assessment of the Return to Campus. There appears to be appropriate accessibility. The fact that students can work through it at their own pace is likely to be a positive impact for the majority of protected characteristics and additional considerations as described below, in terms of eliminating discrimination and harassment, ensuring equality of opportunity and promoting good relations.</p>
Positive Mental Health and General Wellbeing Plan	<p>This plan should result in positive impacts across all protected characteristics and additional considerations, as all groups identified are at greater risk of facing challenges to their mental health, in part due to potential isolation arising from their identity or circumstances. However, it should have the most direct and positive impact on disability (which includes diagnosed mental health conditions) and mental health.</p>