



Equality Impact Assessment (EqIA)

This form is intended to help you carry out an EqIA in compliance with the Equality Act
(Throughout this form the word 'policy' will be used to cover/mean written policies, procedures, guidance strategies, services, activities, practices, criteria or key decision-making.)

Policy being assessed: Review of the Capability Policy, renamed Managing Capability Policy	
Briefly describe the aims and purpose of the policy: To provide a framework within which managers can deal with poor performance	
EIA undertaken by: (Name/s and Job Title/s) S Mackenzie, HR Partner Employment Policy and Employee Relations D Boyle, HR Partner Equality, Diversity and Inclusion	Date: 26 Sept. 2016, updated August 2017
On behalf of: (Title and/or Dept): UHRS	

ASSESSMENT

What is the potential impact/s on any the following groups? (Mark as appropriate below)

The meaning of *impact* in this context is how the policy may affect people from diverse backgrounds and circumstances, either adversely or beneficially, to ensure that they are not discriminatory and are making a positive contribution to equality of opportunity. This includes both direct effects and other effects as an indirect consequence of the policy.

To assess potential impact/s consider what information is needed to make an initial assessment e.g. feedback from stakeholders, relevant staff/students data; external evidence/benchmarking; expert advice.

Group	Potentially Beneficial	Potentially Adverse	No Anticipated Impact	Evidence/Explanation of this Assessment of the Impact [provide explanation]
Disability	X			See comments 1, 2, 3 and 4 below
Age			X	See comments 2, 3 and 5 below
Gender (inc. trans gender)			X	See comments 2, 3 and 5 below
Marital Status			X	
Maternity			X	See comments 2, 3, 4 and 5 below
Sexual Orientation			X	See comments 2, 3 and 5 below
Race/Ethnicity/ Nationality			X	See comments 2, 3 and 5 below
Religion or Belief			X	See comments 2, 3 and 5 below

EqIA Outcome	Mark X below as appropriate	Specify action to be taken:
No impact identified	<input checked="" type="checkbox"/> X	No further EqIA action required. The data available and number of cases since the implementation of this Policy was too small to consider a pattern of any potential impact against any of the protected characteristics.
Minor Impact		
Beneficial Impact only identified		
Major Impact		

1. The policy provides a fair process based on objectively measuring and managing poor performance, and also covers issues where health may be impacting on performance, ensuring that specialist advice is sought when there may be an underlying health issue.

The policy provides for positive measures to be taken when health or disability are issues affecting the employee's performance.

Additionally, the policy states that where formal action may need to be taken, managers must consult with their HR Adviser before any decision to take action is made. This will enable the full facts of a case to be considered where there is a potential for any discrimination.

2. Training is to be provided to managers which will raise awareness of the potential for discrimination, and to ensure that they are aware of the need to consult with HR before any action could be taken. The Learning and Development Section provide ongoing training on performance management skills which may mitigate potential for any discrimination.
3. This Policy would not apply to anyone with under one year's service in a probationary period. All other staff fall within the scope of this Policy.
4. The EqIA considered impact on maternity returners, and it was felt there was sufficient within University Policies to protect individuals from any adverse effect.
5. The numbers of cases raised under this Policy is too small to meaningfully identify or analyse impact against a particular protected characteristic/s.

Briefly describe how this Policy will be monitored	Locally by HR Teams
When will the EIA be reviewed (optional where no risk has been identified)	Date: As part of the practice of continuous Policy review, this EIA will be reviewed again in 2019.

**For assistance if required, please contact Equality and Diversity at 650 8253 or
e-mail equality-diversity@ed.ac.uk**