



North Highland College
University of the
Highlands and Islands
Impact Assessment Proforma

1. What is the policy? (Name/description of the policy)

Special Leave Policy

2. What is the aim, objective or purpose of the policy?

- To provide more discretion to line managers making decisions on requests
- To clarify appropriate categories of Special Leave

3. Who defines or defined the policy and who implements it?

- Policy defined by SMT
- Policy written and updated by HR
- Policy implemented by Section managers

4. Is the policy applied uniformly throughout the College?

Yes	Yes
No	

If 'no' what are the consequences in terms of the screening process?

n/a

5. Who are the stakeholders in relation to this policy (for example the Funding Councils, UCAS)?

Senior Management
HR Team
Section Managers
Staff

6. What data are available to facilitate the screening of this policy?

None

7. Is there any evidence of higher or lower participation or uptake by the following characteristics?

	Yes	No	Not known
Age		No	
Disability		No	
Gender		No	
Racial group		No	
Religious belief		No	
Sexual orientation		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

8. Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?

	Yes	No	Not known
Age		No	
Disability		No	
Gender		No	
Racial group		No	
Religious belief		No	
Sexual orientation		No	

Note: A broad interpretation should be taken of the word 'evidence'. It should include anecdotal evidence and evidence derived from qualitative or quantitative analysis where available.

Please comment:

9. Have previous consultations with relevant groups, Organisations or individuals indicated that policies of this type create problems specific to them?

Please comment:

- Tus have been consulted and their comments incorporated into the policy
 - No evidence that any particular group will be disadvantaged by the policy

10. Is there an opportunity to promote equality of opportunity or community relations more effectively by altering the policy, or by working with others?

Yes	
No	No

Please elaborate:

11. In the context of question 9 are there any relevant groups which you believe should be consulted?

Please specify:

No specific groups require to be consulted – Policy applies to all staff and TU consultation is complete.

12. What data are required in the future to ensure effective monitoring?

- HR Team will be recording all decisions to check that the policy is being applied effectively and consistently.
- Grievances against decisions will also be monitored to inform a review of the policy
- Policy will be reviewed in Autumn to evaluate effectiveness.

13. Please indicate whether a full impact assessment is recommended.

Yes	
No	No

Please elaborate:

Polucy applies to all staff and no risk of any of the protected groups being disadvantaged is available.

14. Any other comments on the policy and/or screening exercise?

None

Impact Assessment Summary

Policy Name	Special Leave Policy
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1. On a scale of high, medium or low assess the policy in terms of priorities for impact assessment.

High		Medium		Low	Low
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Please indicate when you think this policy should be reviewed next:

Year	Autumn 2010
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2. Is the Policy affected by a strategic planning document, for example Agenda for Action, Institutional Plan, Strategic Development Plan?

3.

Yes	Yes
No	

Please elaborate:

<ul style="list-style-type: none">HR Business Plan and Policy Review Plan

4. Is the policy affected by the timetable established by other relevant public authorities or organisations in relation to common functions?

5.

Yes	
No	No

Please elaborate:

n/a

4. Are there any particular resource implications incurred by the policy?

Costs of monitoring and review (direct HR Salary Costs).

Preliminary screening by: Joe Wright (HR Manager) 15th February 2010