**Equality Impact Assessment Form**

**Department/Section:** Project & Planning **Date of Assessment:** 14 April 2021 **Review Due:** 30 June 2021

**Author/Owner:** Katy Lees/Kirsty Campbell **Signature:** Kirsty Campbell **Date:** 22 April 2021

**Step 1**

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| Aim of proposed activity/decision/new or revised policy or procedure: Staff Survey 2021 which will run for 2 weeks from 26 April 2021 and will be an opportunity for all staff to feedback their views and perceptions of the organisation, their role, objectives and the leadership of the college in an anonymous format to a third party supplier so no individuals can be identified.  The survey will ask questions pertinent to public sector equality duties to allow for assessment of staff perception of the status of equal opportunities in the organisation.  The 'About You' section of the survey, captures demographic data and data related to all of the protected characteristics will be used to splice the data from the main survey to see if there are any trends related to protected characteristics which the College needs to consider.  This splicing and the production of the report will be done by the external supplier who has been contracted by the College to undertake the survey.  The overall survey result will help inform the creation of an action planning to continue the development of the college as high performing organisation. Completion of the survey is entirely voluntary. | **New** |  |
| **Revised** |  |
| **Existing** |  |

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| Who will be affected?  All staff who choose to participate in the Staff Survey | Who will be consulted?  SMT & JNCs | Evidence available:  Minutes of meeting, results of survey |

**Step 2**

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| **Potential** Positive/Negative/Neutral Impact Identified.  **P, N, N/I** | Age | Disability | Gender Reassignment | Marriage/Civil Partnership\* | Pregnancy and Maternity | Race | Religion or Belief | Sex | Sexual Orientation |
| Eliminating Discrimination. | P | P | P | P | P | P | P | P | P |
| Advancing Equality of Opportunity. | P | P | P | P | P | P | P | P | P |
| Promoting Good Relations. | P | P | P | P | P | P | P | P | P |

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| **Summary of EIA Outcome – please tick** | |
| No further action to be carried out. |  |
| Amendments or changes to be made. |  |
| Proceed with awareness of adverse impact. |  |
| Abandon process – Stop and Rethink. |  |

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| **Step 3** Action to be taken  All protected characteristics will be tracked in the survey's equality monitoring (about you section) to allow for analysis of potential variation in the staff experience for all protected characteristics. |

Please forward completed EIA forms by e-mail to  
pc.equality.perth@uhi.ac.uk