# Equality impact assessment (EIA) initial/rapid screening form

This form provides a mechanism to enable staff to identify the need for EIA when developing a new policy, strategy, programme, procedure, function or decision (hereafter all understood by the term 'policy'). It will also help staff to prioritise existing policies to undergo full EIA. This form can also serve as a 'rapid impact assessment' tool.

Unless they are 'screened out' following this initial prioritisation process, policies will be required to undergo full EIA in priority order. Refer to the <u>guidance</u> notes on when an equality screening should happen, and some initial principles to bear in mind when getting started.

No new or revised policy should be approved unless an equality screening and – if required – a full EIA has taken place.

#### Name of policy being screened?

Public Interest Disclosure Policy (Whistleblowing Policy)

# What is the aim or purpose of the policy?

This policy aims to offer protection to staff and other members of the University who make a public interest disclosure in good faith, and which the individual believes shows malpractice or wrongdoing.

Who is affected by this policy (e.g. staff, students, disabled people, women only?)

All individuals working at all levels in the University are protected by this policy including employees, fixed term and casual staff, consultants, agency staff and other members of the University as defined by Ordinance 64 such as members of the Court.

## Who is responsible for delivery of the policy, project or initiative?

The Audit Committee has overall responsibility and the Designated Person (ie the Deputy Secretary) has day-to-day operational responsibility and must ensure all mangers and other staff are familiar with it. All staff are responsible for ensuring that they use the policy to disclose any suspected danger or wrongdoing.

## Screening questions

	Is this policy an important or 'large scale' University function, and/or is it likely the policy will impact upon a large number of staff, students and/or visitors?				
Yes	No	Unknown	(guidance)		

Please expand on your answer:

This policy is likely to be accessed by a very limited number of University staff.

2. Is it possible that any aspect of the policy will impact on people from different groups in different ways? (See guidance for list of 'protected characteristics' to consider)

Yes <u>No</u> Unknown (<u>guidance</u>)

Please expand on your answer:

This policy offers protection from discrimination and offers the same protection equally to all staff. It is unlikely that this policy will affect different groups in different ways.

3.			could in fact lead to discrimiguidance for list of protected	
	Yes	<u>No</u>	Unknown	(guidance)
	Please expand on yo	ur answer:		
	plying this policy is likely sing concerns from detri		of discrimination as its purpose is t	to protect any staff
4.			iversity to meet one or more he duty covers 9 <u>protected cl</u>	

(guidance)

Duty		NO	Unknown
Eliminate unlawful discrimination, harassment and victimisation <sup>1</sup>	Х		
Advance equality of opportunity between different groups		Х	
Foster good relations between different groups		Х	

# Please briefly set out your reasoning for the answers given to question 4:

- The policy aims to protect employees from discrimination, harassment or victimisation which results from making a public interest disclosure ie raising serious concerns.
- There is very little opportunity to promote equality or good relations through these procedures as the nature of disclosures is very ad hoc.
- There is no evidence that people from different groups of society have different needs in relation to arrangements for making public interest disclosures.
- The procedures are not currently under review.
- 5. Are you aware of any evidence that different groups have different needs, experiences, issues and/or priorities in relation to this policy?

Yes	<u>No</u>	Unknown	(guidance)

If 'yes', please expand:

<sup>&</sup>lt;sup>1</sup> All 9 protected characteristics (i.e. including marriage and civil partnership status) are relevant to this particular aspect of the duty.

#### Conclusions

6. What level of EIA priority would you give to this policy? (quidance)

HIGH

full EIA within 6 months, or before approval of policy

**MEDIUM** 

full EIA within one year of screening

X LOW

full EIA within three years of screening

**SCREEN OUT** 

no further EIA required at this time

## Please briefly explain the reasons for this judgement:

LOW- the number of staff likely to be affected by this policy is very low. However the potential impact on the reputation of the University could be significant in the event that we fail to comply with our obligations to protect employees against unfair treatment following 'whistleblowing.

7. Will the timescale for EIA be affected by any other influence e.g. Committee deadline, external deadline, part of a wider review process? (guidance)

No

Who will carry out the full EIA? 8.

HR

EIA screening completed by: Lem Magnine

Date: 28.04.15

Please send this completed screening form to equality@stir.ac.uk so that it can be incorporated into the University's EIA schedule. If you need any further information please contact either Edna Doherty or Rachel Winzer in Policy and Planning via the equality email address.