



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	19/04/2013

Name of Policy*
Charitable Giving Policy

What are the aims, objectives & projected outcomes?

The Royal Conservatoire of Scotland is committed to supporting charitable giving among staff members and will endeavour to encourage and assist staff where practicable.

This is a new policy	No
This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	No
This is an existing policy	Yes

Will the policy have an impact on students, staff or members of the public?	Yes
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	No
Are there any aspects of the policy that could contribute to equality or inequality?	No
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	No

If you answer **YES** to any of these questions, go on to the full EIA.
If you answer **NO** to all of these questions, please provide appropriate evidence and sign off.

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.	
Senior Manager sign-off	N/A
Date	

**Please return the completed form to Roz Caplan,
 Conservatoire Equality and Diversity Officer either by internal
 mail or by email to: r.caplan@rcs.ac.uk**

FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	19/04/2013

Name of Policy

Charitable Giving Policy

What are the aims, objectives & projected outcomes?

The Royal Conservatoire of Scotland is committed to supporting charitable giving among staff members and will endeavour to encourage and assist staff where practicable.

1 SCOPING THE EIA

1.1 Scope of the EIA work

The policy covers the processes for charitable work with use of Conservatoire resources and staff donating to a charity of choice. Both processes are entirely optional to staff and would be approved via the Gateway process if use of Conservatoire resources were required.

Data Collection includes monitoring the use of this policy and adherence to it.

The Policy was circulated to the Consultative Forum for approval at the time of inception. It has not been necessary to review the policy.

The EIA is completed by the HR department.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

Race	There is no evidence available to suggest that in relation to race there are any different needs, experiences or attitudes in relation to this policy.
Religion or belief & non-belief	There is no evidence available to suggest that in relation to religion or non belief there are any different needs, experiences or attitudes in relation to this policy
Disability	There is no evidence available to suggest that in relation to disability there are any different needs, experiences or attitudes in relation to this policy.
Gender	There is no evidence available to suggest that in relation to gender there are any different needs, experiences or attitudes in relation to this policy.
Gender Identity	There is no evidence available to suggest that in relation to gender identity there are any different needs, experiences or attitudes in relation to this policy.
Sexual Orientation	There is no evidence available to suggest that in relation to sexual orientation there are any different needs, experiences or attitudes in relation to this policy.
Age	There is no evidence available to suggest that in relation to age there are any different needs, experiences or attitudes in relation to this policy.

2.2 What are the overall trends/patterns in this data?

Due to the optional element of this policy, it is not expected that any different communities or groups should have any differing experiences in relation to this policy.

Approval of charitable giving using Conservatoire resources is made via the Gateway process at the discretion of the Conservatoire.

Staff unhappy with the application of this policy may seek redress through the Grievance Resolution Policy which is monitored for equality impacts

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

No data gaps have been identified. No requests for access to charitable giving resources have been declined through the gateway process and all cases are decided on the basis of the resources required.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal consultation and Involvement:

(e.g. with other Departments, Staff (including support groups), Students etc

The policy has been approved by the Staff Consultative Forum.

3.2 External consultation and involvement:

(Strand-specific organisations e.g. charities, local community groups, third sector)

Comparison was made with EIAs completed by other groups, including local government.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

On the basis of the optional nature of this policy, the impact is likely to be minimised to those staff members wishing to take part. As the Conservatoire is committed to supporting staff with charitable giving, it is not expected that any member of staff would have a differing experience in requesting to make their own contributions or use resources. The policy simply sets out the process for this should staff wish to contribute.

Staff unhappy with the application of this policy may seek redress through the Grievance Resolution Policy which is monitored for equality impacts

Now complete the EIA Action Plan.

5 ACTION PLANNING AND SIGN OFF

5.1 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	19/04/2013
Compiled by	Kate Donnachie, HR Advisor
Senior Manager sign-off	Jackie Russell, Director of HR
Date to Equality + Diversity Officer	19/04/2013
Date of publication of EIA Report	April 2013
Review date	April 2014

5.3 Publication and Review

Ensure that the EIA including the Action Plan are published alongside your policy/guidance/operational activity.

IMPORTANT - Review, revise and update annually!

ANNEX B - Action Plan for use with Equality Impact Assessments

TITLE

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
<i>No Action</i>				