



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	March 2011

Name of Policy*
INDUCTION REVIEW PERIOD POLICY

What are the aims, objectives & projected outcomes?	
<p>The Induction Review Period Policy aims to ensure that all new staff are welcomed into the Royal Conservatoire of Scotland and their role in an appropriate and timely manner and that staff are suitably matched with their role.</p> <p>The implementation of the Induction Review policy is to ensure that new staff become sufficiently familiar with the Conservatoire and with their role and duties within a particular timeframe.</p>	
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 (staff members)
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	YES
Are there any aspects of the policy that could contribute to equality or inequality?	YES
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	NO

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

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.

This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.	
N/A	
Senior Manager sign-off	
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	March 2011

Name of Policy
INDUCTION REVIEW PERIOD POLICY

What are the aims, objectives & projected outcomes?
<p>The Induction Review Period Policy aims to ensure that all new staff are welcomed into the Conservatoire and their role in an appropriate and timely manner and that staff are suitably matched with their role.</p> <p>The implementation of the Induction Review policy is to ensure that new staff become sufficiently familiar with the Conservatoire and with their role and duties within a particular timeframe.</p>

1 SCOPING THE EIA

1.1 Scope of the EIA work

This policy involves all new staff members of the Conservatoire.

There is no evidence of different equality strands being affected by this policy, although it could be argued that staff members who work on a part time basis are less likely to have the opportunity to complete the Induction Review period as timely as a full time member of staff, as they may not be in the building to attend certain group inductions. However, the HR Department would ensure that this is addressed and appropriate induction arrangements are made for all staff.

Data is available indicating how many members of staff are part time at the Conservatoire and, at the time of recruiting the Conservatoire monitors all equality strands, excluding age and sexual orientation.

The HR department prepared this policy and it was circulated to the Consultative Forum for approval.

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 data currently available for this group in relation to this policy.
Religion or belief & non-belief	There is no data currently available for this group in relation to this policy.
Disability	The Conservatoire holds data on how many employees disclose a disability at recruitment stage.
Gender	The Conservatoire holds records of the gender of each applicant at recruitment stage and also on the HR database system HR.Net.
Gender Identity	There is no data currently available for this group in relation to this policy.
Sexual Orientation	There is no data currently available for this group in relation to this policy.
Age	There is no data currently available for this group in relation to this policy.

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

There are currently no specific equality issues raised regarding the Induction review period for staff members and no recorded complaints have been lodged, however it may be that different levels of access could be caused by part time working and disability in terms of attendance at Inductions arranged by the Conservatoire. The HR Department ensures that an appropriate induction package is arranged for all new staff.

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

Looking ahead, it would be beneficial to monitor successful completion of the Induction period in relation to each of the equality groups, especially perhaps Gender and Disability (ie to investigate if there is a higher proportion of one gender working part time and if, in turn, part time working has an impact on achievement period of Induction review.
Likewise with Disability, if more time off is required due to a disability, it may again impact on timeline for achievement of induction period.

3 INVOLVING AND CONSULTING STAKEHOLDERS

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

3.1 Internal and external consultation and Involvement: (e.g. with other Departments, Staff (including support groups), Students etc

The policy was circulated to the Consultative Forum on completion and was approved through this body. A briefing session was undertaken for line managers on this policy.

There were no issues highlighted that would significantly impact on equality groups.

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

As this policy is fairly new, there is currently no data available to analyse its impact, however this will be available in the future and when gathered, it will be possible to consider whether there are any concerns that require further research and assessment.

Now complete the EIA Report and Action Plan.

5 REPORT, ACTION PLANNING AND SIGN OFF

5.1 EIA Report

The EIA Report is a concise summary of the results of the full EIA. A template is provided at Annex A. A template for the action plan is at Annex B.

5.2 Sign-off

Now submit your EIA and related evidence for clearance.

Date of completion of EIA	March 2011
Compiled by	Linsey Meldrum
Senior Manager sign-off	Jackie Russell
Date of publication of EIA Report	November 2011
Review date	March 2012

5.3 Publication and Review

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

IMPORTANT - Review, revise and update annually!

Annex A - Equality Impact Assessment Report

INDUCTION REVIEW PERIOD POLICY

BACKGROUND

The implementation of the Induction Review policy is to ensure that new staff become sufficiently familiar with the Conservatoire and with their role and duties within a particular timeframe.

SCOPING THE EIA

This policy involves all new staff members of the Conservatoire.

There is no evidence of different equality strands being affected by this policy, although it could be argued that staff members who work on a part time basis are less likely to have the opportunity to complete the Induction Review period as timely as a full time member of staff, as they may not be in the building to attend certain group inductions. However, the HR Department ensures that all new staff receive an appropriate induction package.

Data is available indicating how many members of staff are part time at the Conservatoire and, at the time of recruiting the Conservatoire monitors all equality strands, excluding age and sexual orientation.

The HR department prepared this policy and it was circulated to the Conservatoire Consultative Forum for approval.

COLLECTING DATA

Data is collected on part time workers and staff with disabilities, although there has been no research done as to whether this has a negative impact on these groups.

INVOLVING AND CONSULTING STAKEHOLDERS

The policy was circulated to the Conservatoire Consultative Forum on completion and was approved through this body. A briefing session was undertaken for line managers on this policy.

There were no issues highlighted that would significantly impact on equality groups.

ASSESSING IMPACT

As this policy is fairly new, there is currently no data available to analyse its impact, however this will be available in the future and when gathered, it will be possible to consider whether there are any concerns that require further research and assessment.

ANNEX B - Action Plan

INDUCTION PERIOD REVIEW POLICY

ACTION / ACTIVITY	OWNER AND INTERESTED STAKEHOLDERS	DEPENDENCIES / RISKS / CONSTRAINTS	COMPLETION DATE	PROGRESS UPDATE
Ensure regular Induction sessions are arranged to allow all staff groups attendance	HR department New staff		On-going	
Consideration to be given when arranging times of Inductions as much as possible to PT workers	HR department PT Staff		On-going	
Monitor completion of induction period by part time status and disability to ensure no adverse impact			Ongoing	

