



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

School/ Department	HR
Date	October 2011

Name of Policy*
TIME OFF IN LIEU POLICY

What are the aims, objectives & projected outcomes?	
<p>There are occasions that staff at the Royal Conservatoire of Scotland will be required to work outwith their core, contracted hours in order to meet the needs of the service we provide. Time off in lieu is available to staff in order to compensate for their lost personal time.</p> <p>This policy is intended to make clear to procedures for claiming time off in lieu and to promote fairness and equality for all permanent staff.</p> <p>The Time off in Lieu policy applies to all permanent staff.</p>	
This is a new policy	Y/N
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>	Y/N
This is an existing policy	Y/N

Will the policy have an impact on students, staff or members of the public?	Y/N
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	Y/N
Are there any aspects of the policy that could contribute to equality or inequality?	Y/N
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	Y/N

If you answer **YES** to any of these questions, go on to the full EIA.

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

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	
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Date	
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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	HR
Date	October 2011

Name of Policy

TIME OFF IN LIEU POLICY

What are the aims, objectives & projected outcomes?

There are occasions that staff at the Royal Conservatoire of Scotland will be required to work outwith their core, contracted hours in order to meet the needs of the service we provide. Time off in lieu is available to staff in order to compensate for their lost personal time.

This policy is intended to make clear to procedures for claiming time off in lieu and to promote fairness and equality for all permanent staff.

The Time off in Lieu policy applies to all permanent staff.

1 SCOPING THE EIA

1.1 Scope of the EIA work

This policy potentially impacts on all staff, irrespective of protected characteristics, as anyone could be asked to work outside their normal working times within the Conservatoire.

The policy was developed to ensure fairness and has been adapted to include government definitions of what does and does not constitute work for the purposes of time off in lieu.

Within the Conservatoire, no central monitoring is undertaken as the process is managed locally/ departmentally by line managers and it would not be practical to monitor this centrally. However, if line managers have any concerns, they raise them with HR colleagues for guidance and to ensure best practice is adhered to.

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	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
Religion or belief & non-belief	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
Disability	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
Gender	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
Gender Identity	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
Sexual Orientation	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.

Age	No data is recorded centrally, but it is anticipated that the very clear guidelines minimise the chance of adverse impact. In the event of an individual believing that they are disadvantaged they could either raise this informally with HR or raise a grievance, the latter of which are monitored by all protected characteristics.
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2.2 What are the overall trends/patterns in this data?

There is no data nor any anecdotal evidence to suggest any disadvantage against any of the diversity groups.

However, it is considered possible that potential exists for adverse impact on individuals with caring or childcare responsibilities, who may incur extra financial costs.

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

Whilst the definitions for what does and does not constitute work for the purposes of time off in lieu were taken from the directgov website, it is thought that there exists potential for adverse impact on individuals, specifically those with caring or childcare responsibilities.

This will be explored further, and proposals made to discuss the matter within the Staff Consultative Forum.

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

This policy was consulted on via the Staff Consultative Forum.

3.2 External consultation and involvement:

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

The Directgov website was used as a basis for some of the guidance, and a scoping was done of policies elsewhere within the sector to ensure best practice.

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

No statistical monitoring is maintained relating to this policy as it is locally, managed, with ongoing support available from the HR Department. Any dissatisfaction with the application of the policy could be raised by an individual directly to the HR Department or via a Staff Support contact or the Grievance Procedure.

The only issue that has been raised informally on this matter was advised on by HR and therefore could be seen to have been objective and professional.

However, it is considered that the potential exists for carers to be disadvantaged, for example in terms of increased childcare costs.

This will be further explored and recommendations provided.

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	October 2011
Compiled by	Roz Caplan
Senior Manager sign-off	Jackie Russell
Date to Equality + Diversity Officer	October 2011
Date of publication of EIA Report	November 2011
Review date	October 2012

5.2 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
Explore impact on those with child care or caring responsibilities in terms of increased cost of caring for their dependents if their travel time is not reimbursed	Staff with caring or childcare responsibilities		April 2012	