



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Orkney College Financial Forecast Return (FFR) 2018
Service / service area responsible.	Education, Leisure and Housing (Orkney College)
Name of person carrying out the assessment and contact details.	Christine Scott, Business Manager Christine.Scott@uhi.ac.uk
Date of assessment.	30/07/2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To approve the FFR 2018
State who is, or may be affected by this function / policy / plan, and how.	The provision of education, research and commercial activity will not change significantly. It is therefore not anticipated that stakeholders of Orkney College UHI, including students, customers and employees will be affected. Any future actions impacting on expenditure or income which would impact upon stakeholders will require a further Equality Impact Assessment to be carried out to consider any potential differential impacts in detail.

How have stakeholders been involved in the development of this function / policy / plan?	Staff engage in annual curriculum planning, employers engage with curriculum areas in an advisory capacity, the college budget is approved at committee, student feedback is gathered at considered at stages throughout the academic year.
Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise. E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).	Feedback from the engagement exercises referred to above has been taken into account when formulating budget proposals.
Could the function / policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and nationality.	There should be no differential impact relating to race
2. Sex: a man or a woman.	There should be no differential impact relating to sex
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	There should be no differential impact relating to sexual orientation
4. Gender Reassignment: the process of transitioning from one gender to another.	There should be no differential impact relating to gender reassignment
5. Pregnancy and maternity.	There should be no differential impact relating to pregnancy and maternity
6. Age: people of different ages.	There should be no differential impact relating to age
7. Religion or beliefs or none (atheists).	There should be no differential impact relating to religion or beliefs or none
8. Caring responsibilities.	There should be no differential impact relating to caring responsibilities
9. Marriage and Civil Partnerships.	There should be no differential impact relating to marriage and civil partnership

10. Disability: people with disabilities (whether registered or not).	There should be no differential impact relating to disability
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3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	This assessment has not identified any differential impacts. Any future actions impacting on expenditure or income which would impact upon stakeholders will require a further Equality Impact Assessment to be carried out to consider any potential differential impacts in detail.
How could you minimise or remove any potential negative impacts?	Appropriate and careful management of the budget
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. Conclusions and Planned Action

Is further work required?	Yes
What action is to be taken?	The FFR is reviewed and submitted annually.
Who will undertake it?	Bill Ross and Christine Scott
When will it be done?	Annually.
How will it be monitored? (e.g. through service plans).	Through annual review.

Signature: 

Date: 30/07/2018

Name: CHRISTINE SCOTT

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk