

## Equality & Diversity Impact Assessments 09-10

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Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
Additional Learning Support	ALS Policy	May 2010	The policy is relevant to all students requiring additional learning support. Relevance is considered to be high to both as it affects all of the people who might study at North Hertfordshire College	Check on level of uptake from all areas of the college and follow up those who have less usage.	By August 2010	LW	30%	Retention and achievement improved for students who need support	Aug 2010
Customer Service	Admissions Policy	June 2010	The policy is highly relevant to all NHC applicants.	Full review of the effectiveness of the policy and the processes and procedures that underpin it.	May 2011	Director of Sales, Merchandising & customer service and Deputy of Customer Service	0%	Retention and achievement improved for students who need support	May 2011
Customer Service	Visitor Policy	June 2010	The policy is highly relevant to the safeguarding of students, staff and visitors.	Full review of the visitor logging system and effectiveness of the policy	May 2011	Director of Sales, Merchandising & customer service and Deputy of Customer Service	0%	Retention and achievement improved for students who need support	May 2011
Equality & Diversity	Comprehensive Equality & Diversity Policy	May 2010	The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work	Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.	July 2010	Vice Principal Quality & Information Services	100%	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	May 2011

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
			<i>for, study at or be a stakeholder with North Hertfordshire College</i>						
Equality & Diversity	Age Equality Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Equality & Diversity	Disability Equality Scheme	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Equality & Diversity	Gender Equality Scheme	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Equality & Diversity	Race Equality Scheme	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently.</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no</i>	May 2011

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
			<i>Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>stats to identify differentials at a regional and sector level.</i>				<i>need to plan a full disability EQIA.</i>	
Equality & Diversity	Religion or Belief Equality Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Equality & Diversity	Sexual Orientation Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Equality & Diversity	Single Equality Scheme	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for, study at or be a stakeholder with North Hertfordshire College</i>	<i>Gather up to date profile of the population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	July 2010	Vice Principal Quality & Information Services	100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
Estates	Accident & Incident Reporting Procedure	May 2010	The policy is highly relevant to all groups as it impacts on all persons affected by NHC's operations	Ensure that trend analysis continues but consider presenting the accident graphs with more comparisons presented graphically i.e.: number of accidents by gender etc.	From Sept10	Health & Safety Advisor	40%	There is no evidence of adverse impact at present	Sept 2010
Estates	COSHH Procedure	May 2010	The policy is of medium relevance to disability, gender or religious equality	During next health and safety audit view all personal protective equipment being worn in curriculum areas to ensure that it is suitable for the individual.	January 2011	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Jan 2011
Estates	Display Screen Equipment Policy	May 2010	The policy is highly relevant to Disability equality	Ensure that all students are provided with information regarding safe use of PCs – posters to be placed in each computer classroom with advice being sought from Supported Studies staff as to the most appropriate way to present this information to their students	End May 2010	Health and Safety Advisor	50%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Aug 2010
Estates	Emergency Evacuation Procedure	May 2010	The policy is highly relevant to Disability equality	All centres have evacuation chairs – consider the installation of the Refuge Alerter system at the CFA  Ensure wider knowledge of deaf alerter and obtain more for those centres with no visual alarms	September 2010  September 2010	Head of Estates  Health and Safety Advisor	100%  50%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Sept 2010
Estates	Educational Visits; Policy & Guidelines	May 2010	The policy is highly relevant to all equality	During health and safety audits of educational visits ensure that pre-planning has considered all aspects of equality – consider adding equality consideration to the educational visits paperwork	August 2010	Health and Safety Advisor	90%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Feb 2011

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
Estates	First Aid Provision	May 2010	The policy is highly relevant and applicable to all groups	Continue active recruitment drive for more First Aiders during evening times when minimal (usually male) cover is in place.	Ongoing through 2010	Health and Safety Advisor	25%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Aug 2010
Estates	Health & Safety Policy	May 2010	The policy is highly relevant to all groups	On annual review change emphasis in places to make the universal application of the policy more explicit	October 2010	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Oct 2010
Estates	Lone Working Procedure	May 2010	The policy is of low relevance and is only applicable to a small group of staff but is equal to all groups in its scope	Try to collate figures on lone working to assess whether any particular group feels more vulnerable whilst lone working	September 2010	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	Aug 2010
Estates	Minibus Procedure	May 2010	The policy is highly relevant to Disability and age equality	During next survey of minibus use, ensure a proportionate sample of disabled staff and students are consulted and analyse results by disability type. Obtain costings for special licences for those without D1 – for consideration by SLT	January 2011 August 2010	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	Aug 2010
Estates	New & Expectant Mothers Procedure	May 2010	The policy has limited equality impact due to its restricted application	Illicit user feedback when conducting assessment on any expectant mother with a disability	As notified	Health and Safety Advisor	Ongoing	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	Aug 2010
Estates	Permit to Work Procedure	May 2010	The policy has limited equality impact but has no negative impact on those it applies to	Illicit more feedback from contractors when completing Permits	As opportunity occurs	Health and Safety Advisor	Ongoing	There is no evidence of adverse impact at present, so no need to plan a full	May 2010

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
								EQIA.	
Estates	Risk Assessment Procedure	May 2010	The policy is highly relevant to equality and applies to all who may be affected with risk assessments and controls as appropriate to all persons	All generic assessments have reference to any special considerations – consider putting this on all risk assessment templates	August 2010	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Aug 2010
Estates	Scaffold Tower Policy	May 2010	The policy is of low equality impact – very limited application	Ongoing monitoring and review	August 2010	Health and Safety Advisor	Ongoing	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	Aug 2010
Estates	Service Development Plan	June 2010	The plan is of low equality relevance as all groups are considered	Continue with user surveys and access monitoring  Where possible ensure that the staffing mix is reflective of the local/national population balance specifically in the area of female recruitment  There is no evidence of adverse impact at present, so no need to plan a full EQIA.	Ongoing academic year 2010/11  During recruitment	Richard Akred and team  Richard Akred/Brian Sapsed	0%	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.	June 2010
Estates	Smoking Policy	May 2010	The policy is of low relevance to groups other than smokers	Once smoking policy is embedded canvass opinion amongst different groups of smokers to ensure that all of their requirements are being met in terms of accessibility of shelters	September 2010	Health and Safety Advisor	0%	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA	Sept 2010
Estates	Sustainability Policy	June 2010	The plan is of low equality relevance as all groups are considered	The policy needs to be fully reviewed in line with current guidelines and best practice and feedback from staff, students and the sustainability group	Ongoing academic year 2010/11	Richard Akred and the sustainability group.	0%	There is no evidence of adverse impact at present, so no need to plan a full	July 2010

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								<i>disability EQIA</i>	
<i>Estates</i>	<i>Work Equipment Procedure</i>	<i>May 2010</i>	<i>The policy is of medium relevance to disability, gender or religious equality</i>	<i>Review in light of accident trends.</i>	<i>Ongoing</i>	<i>Health and Safety Advisor</i>	<i>50%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA</i>	<i>Aug 2010</i>
<i>Estates</i>	<i>Work Based Learning &amp; Work Experience Policy</i>	<i>May 2010</i>	<i>The policy is highly relevant to Disability equality</i>	<i>Check with Supported Studies workplace assessor that all reasonable adjustments are being made in workplaces to accommodate disabled students</i>	<i>June 2010</i>	<i>Health and Safety Advisor</i>	<i>50%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>Oct 2010</i>
<i>Estates</i>	<i>Work Related Driving</i>	<i>May 2010</i>	<i>This policy is of low equality impact - restricted by the demands of road traffic legislation</i>	<i>Ensure that when procedure is reviewed a disabled member of staff is consulted and invited to contribute their experience. There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>August 2010</i>	<i>Health and Safety Advisor</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>Aug 2010</i>
<i>Finance</i>	<i>Policy for Treasury Management &amp; Investment</i>	<i>May 2010</i>	<i>This policy is a statutory requirement and its' level of relevance is considered to be medium.</i>	<i>Reviewed on an ad hoc basis for best practice and attempts to take into account both statutory requirements and changes in technology. A review of the whole policy will take place by the end of October2010 to ensure all sections are both relevant, in line with best practice and meet statutory requirements.</i>	<i>October 2010</i>	<i>Executive Director Commercial &amp; Finance</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>Oct 2010</i>
<i>Finance</i>	<i>Financial Regulations</i>	<i>May 2010</i>	<i>This policy is a statutory requirement and its' level of relevance is considered to be medium.</i>	<i>Reviewed on an ad hoc basis for best practice and attempts to take into account both statutory requirements and changes in technology. A major review of the whole</i>	<i>October 2010</i>	<i>Executive Director Commercial &amp; Finance</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>Oct 2010</i>

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				<i>policy will take place by the end of October 2010 to ensure all sections are both relevant, in line with best practice and meet statutory requirements.</i>					
Human Resources	Adoption Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Capability Procedure	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Conduct & Capability Procedure for Probationers	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Disciplinary Procedure	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full</i>	Aug 2010

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			<i>be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>stats to identify differentials at a regional and sector level.</i>				<i>disability EQIA.</i>	
Human Resources	Freedom of Speech	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Grievance Procedure	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Harassment & Bullying Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Induction Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010

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			<i>the people who might work for North Hertfordshire College</i>	<i>regional and sector level.</i>					
Human Resources	Management of Occupational Stress Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Maternity Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Parental Leave Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Paternity Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010

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			<i>the people who might work for North Hertfordshire College</i>	<i>regional and sector level.</i>					
Human Resources	Professional Standards Policy & Guidelines	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Review and report annually on staff who have not adhered to the policy</i>	August 2010	Director of HR	0%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Human Resources	Public Interest Disclosure Policy (Whistle-blowing)	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Recruitment Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	May 2011
Human Resources	Relocation of Staff Between Centres Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010

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			<i>the people who might work for North Hertfordshire College</i>	<i>regional and sector level.</i>					
Human Resources	Safeguarding Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Sick Leave & Sick Pay Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Special Leave Policy	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of the people who might work for North Hertfordshire College</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a regional and sector level.</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010
Human Resources	Trade Union Recognition Agreement	May 2010	<i>The policy is equality relevant and treats those in all categories fairly and consistently. Relevance is considered to be high as it affects all of</i>	<i>Gather up to date profile of the ethnic, gender, age and disability population by region and sector. Detailed comparison of population profiles with college stats to identify differentials at a</i>	August 2010  October 2010	Director of HR  Director of HR	100%  100%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	Aug 2010

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			<i>the people who might work for North Hertfordshire College</i>	<i>regional and sector level.</i>					
Information Services	EMA Student Guide	May 2010	<i>The policy has Age relevance. However, relevance is considered to be low as criteria is outside of North Hertfordshire College control</i>	<i>Policy to be reviewed and amended annually.</i>	July 2011	Director of Information Services	0%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	July 2011
Information Services	EMA Tutor Guide	May 2010	<i>Relevance is considered to be low as fee remission is outside of North Hertfordshire College control</i>	<i>Policy to be reviewed and amended annually.</i>	July 2011	Director of Information Services	0%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	July 2011
Information Services	Enrolment Guidelines	May 2010	<i>The policy is Disability relevant. Relevance is considered to be low as there is extensive support available to all students wishing to enrol at the College.</i>	<i>Policy to be reviewed and amended annually.</i>	July 2011	Director of Information Services	0%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	July 2011
Information Services	Tuition & Exam Fee Policy	May 2010	<i>The policy is Disability and Age equality relevant. Other groups may be affected dependant on income. Relevance is considered to be low as fee remission is outside of North Hertfordshire College control</i>	<i>Policy to be reviewed and amended annually.</i>	April 2011	Director of Information Services	0%	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	July 2011
IT	Change Management Policy & Procedure	May 2010	<i>The policy is of low relevance to equality groups</i>	<i>Full EQIA not required</i>	May 2011	Head of IT	100%	None	May 2011

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IT	Computer Software Policy & Procedure	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Data Protection Policy (Students)	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Data Protection Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Data Protection Entry & Notification	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	ILT Strategy	May 2010	The policy is of medium relevance to equality groups	Full EQIA not required	July 2011	Head of IT	100%	None	July 2011
IT	Information Security Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	IT Help Desk Ways of Working	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Janet Use Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Student Policy & Guidelines for Computer, E-mail and Internet Usage	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Records Management Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2010	Head of IT	100%	None	May 2011

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IT	Service Level Agreement	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	July 2010	Head of IT	100%	None	July 2010
IT	Staff Computer, E-mail & Internet Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
IT	Telephone Usage Policy	May 2010	The policy is of low relevance to equality groups	Full EQIA not required	May 2011	Head of IT	100%	None	May 2011
Marketing	Sales & Marketing Strategy	June 2010	Relevance is considered to be high as it affects all who may communicate with and interact with the college.	Increase positive promotion of E&D throughout the college with various communication methods, including poster campaigns, online activities and events. Increase accessibility to college information for prospective students via several sources, e.g. publications, promotional materials, local media, website and digital media (SMS, email), and social networking. Strategy to be reviewed and amended annually to ensure negative impacts remain minimised.	Ongoing  Ongoing  July 2010	Director of Sales & Merchandising; Director of Marketing  Director of Sales & Merchandising; Director of Marketing  Director of Sales & Merchandising; Director of Marketing	Ongoing	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA	June 2011
Marketing	Sales & Marketing Implementation Plan	June 2010	Relevance is considered to be high as it affects all who may communicate with and interact with the college.	Increase positive promotion of E&D throughout the college with various communication methods, including poster campaigns, online activities and events. Increase accessibility to college information for prospective students via several sources, eg publications, promotional	Ongoing  Ongoing	Director of Sales & Merchandising; Director of Marketing  Director of Sales & Merchandising;	Ongoing	There is no evidence of adverse impact at present, so no need to plan a full disability EQIA	June 2011

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
				<i>materials, local media, website and digital media (SMS, email), and social networking. Plan to be reviewed and amended annually to ensure negative impacts remain minimised.</i>	<i>July 2010</i>	<i>Director of Marketing Director of Sales &amp; Merchandising; Director of Marketing</i>			
Quality	<i>Implementation of the Teaching &amp; Learning Policy</i>	<i>May 2010</i>	<i>Relevant to all teaching staff. Relevance is considered to be low as there is extensive support available to all Teaching staff.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2011</i>	<i>Director of Quality &amp; Standards</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
Quality	<i>Internal Teaching &amp; Learning Audit Strategy</i>	<i>May 2010</i>	<i>Relevant to all teaching staff. Relevance is considered to be low as there is extensive support available to all Teaching staff.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2011</i>	<i>Director of Quality &amp; Standards</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
Quality	<i>IV Assessment Policy</i>	<i>May 2010</i>	<i>Relevant to all staff delivering NVQ and non-NVQ Programmes. Relevance is considered to be low as there is extensive support available to all Teaching staff.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2011</i>	<i>Director of Quality &amp; Standards</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
Quality	<i>Quality Improvement Plan</i>	<i>May 2010</i>	<i>The policy is equality relevant to all staff and students. Relevance is considered to be high to both as it affects all of the people who might work for North Hertfordshire College.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2010</i>	<i>Director of Quality &amp; Standards</i>	<i>Ongoing</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
Quality	<i>Self Assessment</i>	<i>May 2010</i>	<i>Relevant to all NHC staff. Relevance is considered to</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2010</i>	<i>Director of Quality &amp;</i>	<i>0%</i>	<i>There is no evidence of</i>	<i>July 2010</i>

Area	Policy Procedure Service	Date of Assessment	Outcome and level of relevance (H M or L)	Actions Proposed	Timescale	Responsibility	Completed	Impact	Review Date
	<i>Policy &amp; Procedure</i>		<i>be low as there is extensive support available to all staff.</i>			<i>Standards</i>		<i>adverse impact at present, so no need to plan a full disability EQIA.</i>	
<i>Quality</i>	<i>Teaching &amp; Learning Policy</i>	<i>May 2010</i>	<i>Relevant to all teaching staff. Relevance is considered to be low as there is extensive support available to all Teaching staff.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2010</i>	<i>Director of Quality &amp; Standards</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
<i>Quality</i>	<i>Teaching Observation Scheme</i>	<i>May 2010</i>	<i>Relevant to all teaching staff. Relevance is considered to be low as there is extensive support available to all Teaching staff.</i>	<i>Policy to be reviewed and amended annually.</i>	<i>July 2010</i>	<i>Director of Quality &amp; Standards</i>	<i>0%</i>	<i>There is no evidence of adverse impact at present, so no need to plan a full disability EQIA.</i>	<i>July 2010</i>
<i>Student Services</i>	<i>Anti-bullying Policy</i>	<i>June 2010</i>	<i>The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College</i>	<i>Gather data on the number of incidents reported to the college. Provide a report to SLT on a termly basis on incidents in the college. Provide tutorials to raise awareness. [follow on action, to identify those areas not accessing the cross-college delivery of anti-bullying sessions and ensure that this is being delivered by curriculum area. If not, develop schedule with this area to address this gap] Ensure safeguarding of students is highlighted in college literature. Ensure policy is in safeguarding portals for staff and students</i>	<i>All year Termly All year August 2010  All year May 2010</i>	<i>Director of SS Director of SS Tutors, Student Services Team  Tutors, Student Services Team Student Services Team</i>	<i>100% 100% 100%  70% 100%</i>	<i>Comparator data now available  Awareness raised in students  Profile of safe-guarding  Awareness raised in staff and students</i>	<i>July 2010</i>

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Student Services	Careers, Education & Guidance Policy	June 2010	The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College	Ensure that the requirements for CEG are embedded within the cross-college tutorial delivery. Identify those areas that are not fully utilising the programme to create schedule for 10/11	August 2010	Student Services Team	0%	Students in all areas will have full provision of the CEG entitlement via the tutorial programme.	July 2010
Student Services	Drugs Statement and Procedure	June 2010	The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College	To promote the college "zero tolerance" approach at student induction Place statement on staff and student safeguarding portal	Yearly June 2010	Student Services Team Student Services Team	100% 90%	Students aware of policy from outset of study  Students and staff are aware of policy and have access to the information	July 2010
Student Services	Learner Support Fund Policy	June 2010	The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College	Review annual report to identify areas that are not utilising the fund as much as others. Analyse to identify why utilisation is lower and ensure it is reflective of lower need and not lack of access/awareness [potential follow on action to be programme of promotion in relevant areas if felt to be under utilising fund]	August 2010	Head of Student Services - Hitchin	0%	To ensure consistent awareness and utilisation of fund across all cohorts of eligible students so that no student faces barriers owing to lack of college funding.	Aug 2010
Student Services	Learning Resources Collection and Stock Development Policy	June 10	The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College	New system to be implemented in summer 2010 to replace existing Voyager system with Eclipse.  Monitor and evaluate effectiveness of new system with students and staff	August 2010  Academic year 2010/2011	Student Services team – Head of Student Services (Stevenage)  Student Services Team	50%	Improved and cost effective system will allow students access to more user-friendly interfaces.  New system is modelled and programmed to	July 2010

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								<i>best meet student needs and feedback</i>	
<i>Student Services</i>	<i>Student Attendance &amp; Punctuality Policy</i>	<i>June 2010</i>	<i>The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College</i>	<i>Ensure widespread campaign of awareness at outset of courses to ensure all students with entitlement for EMA and ALG have applied. Currently in induction, to also be included on student intranet as high visibility campaign</i>	<i>For September 2010</i>	<i>Student Services Team, IT Team</i>	<i>60%</i>	<i>All students entitled to EMA and ALG are aware and are receiving payments</i>	<i>July 2010</i>
<i>Student Services</i>	<i>Student Code of Conduct</i>	<i>June 2010</i>	<i>The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College</i>	<i>To be reviewed in August 2010 with students and staff</i>	<i>August 2010</i>	<i>Student Services</i>	<i>0%</i>	<i>The students and staff will have access to policy and procedure to ensure safeguarding of students.</i>	<i>July 2010</i>
<i>Student Services</i>	<i>Student Disciplinary Policy</i>	<i>June 2010</i>	<i>The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College</i>	<i>Review procedure August 2010 with staff and students to ensure best practice is maintained.</i>	<i>August 2010</i>	<i>Student Services</i>	<i>0%</i>	<i>The procedure is fit for purpose and provides support for both staff and students.</i>	<i>July 2010</i>
<i>Student Services</i>	<i>Tutorial Policy</i>	<i>June 2010</i>	<i>The policy is relevant to all students and staff. Relevance is considered to be high to both as it affects all of the people who might work for or study at North Hertfordshire College</i>	<i>ECM tracker to be created to ensure consistent provision and delivery of programme across all curriculum areas. [follow on actions – to liaise with any teams not consistently addressing the themes and creating a schedule for 10/11]</i>	<i>August 2010</i>	<i>Student Services team, IT Team</i>	<i>75%</i>	<i>All students have consistent access to the tutorials programme</i>	<i>July 2010</i>