Name of policy being impact assessed:
Staff Review Committee Promotions Procedures

What the equality impact assessment concluded:

The policy is relevant to equality as it can impact on any member of staff from any of the equality groups. The circumstances/opportunities of individual members of staff may play a significant part in their meeting the criteria. The policy is applied uniformly throughout the School.

What evidence was used?
Procedure document, relevant forms and associated guidance on the School intranet.

Who was involved and consulted and how:
Head of Personnel, Payroll & Pensions, the Personnel Manager and external equalities consultant.

The action that will be taken as a result of the impact assessment:

1. To include a statement outlining commitment to equality and diversity.
2. To consider how the commitment to equality and diversity will apply to part-time members of staff who may consider that they may not meet the eligibility criteria.
3. To continue to monitor promotions statistics to ensure that there is no one group being discriminated against.

The author and date of the impact assessment:
Viv Brosnahan, from People Matters March 2010

Signed off by:
Head of Personnel, Payroll & Pensions

Please send this summary report to the Equality and Diversity Manager