**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT 2019/2020**

|  | Policy title | Aim of Policy | New / existing / revised policy | Date of Screening | Screening decision |
| --- | --- | --- | --- | --- | --- |
|  | Careers Education Information Advice and Guidance Policy | To advise staff of NWRC’s commitment to provide a high quality information service which will enable staff, students, employers and enquiries to make informed choices about ways in which NWRC can meet their individual training and development needs | Revised | 22 October 2019 | Policy considers all equality categories to ensure no one is disadvantaged |
|  | Code of Conduct | The College is committed to certain standards of conduct expected in public life of employees in relation to any College business or activity in which they may be involved. This policy outlines the framework which sets appropriate standards relevant to the College’s vision, mission and values. | Revised | 29 October 2019 | This policy has no impact on the 9 equality categories |
|  | Accessible Information Policy | The aim of the policy is to ensure that thought is given to providing information in a format appropriate to meeting a range of information needs. | Revised | 29 October 2019 | Policy has no adverse impact on any of the equality categories. |
|  | Carers Leave for Support Staff | To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age. | Existing | 29 October 2019 | Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers’ leave |
|  | Flexible Working Policy | To support staff who need an adjustment to their working arrangement to enable them to get a better balance between work and family life | Revised | 29 October 2019 | Policy does not have any adverse impact on staff as staff with caring responsibilities have an opportunity to request a flexible working arrangement |
|  | Mental Health Policy | The aim of the policy is to promote positive mental health and to strive to identify and reduce / prevent potential risk to mental health of college employees | Existing | 18 November 2019 | None – no impact as policy promotes equality on the grounds of mental health disability |
|  | Guidance on Data Classifications | The policy aims to assist management in the correct classification of confidential business information. The guidance outlines the different levels of document classification and their relevant subsets. The level of classification will determine how information is shared and accessed. This will offer further protection to individuals’ personal data and for commercially sensitive documentation. | New | 26 November 2019 | None as this policy has no adverse impact on any of the s.75 categories |
|  | Transgender Equality Statement | This statement has been prepared to acknowledge that there can be differences between physical sex and gender identity/expression. The College will treat all students with respect, and will seek to provide a positive working and learning environment free from discrimination, harassment or victimisation. | New | 20 January 2020 | Statement does not have any adverse impact on individuals as those who are transgender or have a fluid identity will be supported at the College |
|  | NWRC IT Services facilities, Datacentre & Comms Room Access Control | This document has been prepared to ensure that college environments are kept safe and everyone who accesses the restricted facilities must be aware of how they can contribute towards ensuring a safe environment.The principle objective is to ensure the avoidance of thief and damage through restricted entrance to IT Services areas | New | 4 February 2020 | No impact on any of the Section 75 equality categories |
|  | Special Category Policy Document | Under DPA 18 Schedule 1, Pt 4, the College is required to have an “Appropriate Policy Document” in place which covers the College’s safeguards for processing special category data. This would sit on the College website to outline the lawful basis in which we would process special category data and how the college will ensure compliance with the data protection principles and GDPR (Art. 5). | New | 20 February 2020 | None as this policy has no adverse impact on any of the Section 75 categories |
|  | Word Processing Policy for the use of Word Processors in Examinations | To provide guidance on the use of word processors during examinations for candidates who use a word processor as part of their normal way of working in the College | New | 21 February 2020 | This Policy does not have any adverse impact on any of the Section 75 equality categories |
|  | Health and Safety Policy | Present the College’s commitment to a healthy and safe working environment and to comply with relevant legislation | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
|  | Conflict of Interest Policy | The objectives of this policy are to raise awareness with all staff and Governors about conflict of interest and to provide guidance for staff on the management of conflict of interest to ensure that staff and Governors are acting in the best interests of the College and its students at all times. | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
|  | Fees and Charges Policy | The purpose of this Fees and Charges Policy is to operate fees and charges for the provision of appropriate educational facilities and services so as to recoup a reasonable proportion of expenditure while acting in a fair and equitable manner towards existing and prospective students and other customers | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
|  | Investment Policy | The aim of the policy is to provide the college management with specific guidelines on the investment of cash reserves | Revised | 24 February 2020 | No impact on any of the Section 75 equality categories |
|  | Library and Policy Procedures | The aim of the policy is to provide guidance on now the Library hopes to support the learning and teaching activities of staff and students at the College. | Revised | 28 February 2020 | No impact on any of the Section 75 Equality categories |
|  | Emergency Incident Plan | The purpose of this policy to present the College’s commitment to a healthy and safe working environment and to comply with relevant legislation. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
|  | Emergency Assistance Requests Procedure | The purpose of this policy is to document the review of security that has been undertaken in respect of providing emergency assistance to staff at all College owned accommodation. The procedure has been implemented to provide, where possible, assistance to staff who feel threatened or in imminent risk. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
|  | Waste Management Policy | The purpose of this policy is to outline that due to the diverse nature of activities on the college campus, a wide variety of wastes are produced and collected, ranging from general wastes and recyclable materials, through to special and hazardous wastes. The college has a duty to ensure that all of these wastes are disposed of responsibly, using approved, registered waste contractors. This policy sets down the framework for all waste management at the college. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
|  | Procedures for Marketing and PR Management | The aim of these procedures is to ensure college personnel follow procedures and practices in the areas of Publications, Public Relations, Advertising, Events and Online as identified by the Marketing and PR Team and approved by Management. | Existing | 9 March 2020 | No impact on any of the Section 75 equality categories |
|  | Guidance on Legitimate Interest | This guidance aims to assist College employees who may decide to process personal data under the Legitimate Interest lawful basis. The College are obligated under data protection regulations to complete a Legitimate Interest Assessment (LIA) prior to processing personal data under this lawful basis. This guidance assists College staff in completing the LIA | New | 11 March 2020 | None as this policy has no adverse impact on any of the Section 75 categories |
|  | Fire Safety Policy | The purpose of this policy is to ensure that the College complies with all current legislation, to manage the safe evacuation of all staff/students in the | Revised | 22 June 2020 | Fire Safety Policy |
|  | Hospitality Policy | To provide guidance to ensure that economy and consistency in offering hospitality is maintained throughout the College. | Revised | 22 June 2020 | No impact on any of the Section 75 equality categories |
|  | GDPR Guide to Photography/ Videography | The policy aims to assist staff in the correct application of data protection regulations when taking photographs or videos. The College changed its lawful basis for processing images from consent to Legitimate Interests during the 19/20 academic year. The guidance document will ensure the appropriate signage and awareness procedures are carried out by staff when inviting individuals to events etc | New | 29 June 2020 | None as this policy has no adverse impact on any of the s.75 categories |
|  | Carer’s Leave for Support Staff | To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age. | Existing | 23 July 2020 | Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers’ leave |
|  | Guidance on Data Protection Impact Assessments | The guide aims to assist management in the completion of privacy impact assessments (DPIAs) in the development or amendment of current processing. The guidance outlines the how to complete the DPIA template effectively | New | 17 August 2020 | None as this guide has no adverse impact on any of the s.75 categories |
|  | EIR (Environmental Information Regulations) Guide for Applicants | This Guidance highlights to the public the College’s commitment to make information available as part of its normal business activities. The purpose is to differentiate between the requirements under FOI and EIR. | New | 24 August 2020 | None as this guide has no adverse impact on any of the s.75 categories |
|  | Freedom of Information (FOI) | The Guidance highlights to the public the College’s commitment to make information available as part of its normal business activities. | Revised | 14 September 2020 | No negative impact on all nine equality categories |