NORTH WEST REGIONAL COLLEGE
EQUALITY SCREENING REPORT 2019/2020

	Policy title	Aim of Policy	New / existing / revised policy	Date of Screening	Screening decision
1.	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
2.	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
3.	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.
4.	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

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5.	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
6.	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
7.	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
8.	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	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

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		environment free from discrimination, harassment or victimisation.			supported at the College
9.	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
10.	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
11.	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

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12.	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
13.	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
14.	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
15.	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
16.	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
17.	Emergency Incident Plan	The purpose of this policy to present the College's commitment to a healthy and safe	Existing	9 March 2020	No impact on any of the Section 75 equality categories

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		working environment and to comply with relevant legislation.			
18.	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
19.	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
20.	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

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21.	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
22.	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
23.	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
24.	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

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25.	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
26.	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
27.	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
28.	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