**NORTH WEST REGIONAL COLLEGE**

**EQUALITY SCREENING REPORT**

**POLICIES SCREENED IN QUARTER 3 (October 2019 to December 2019)**

| **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 |