



**EQUALITY IMPACT ASSESSMENT
PRELIMINARY SCREENING**

| | |
|--------------------|-----------------|
| School/ Department | Human Resources |
| Date | March 2011 |

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|-----------------------------------|
| Name of Policy* |
| EMAIL ETIQUETTE GUIDELINES |

| | |
|---|------------|
| What are the aims, objectives & projected outcomes? | |
| As email has become one of the most prevalent methods of communication both internally and externally at the Royal Conservatoire of Scotland and beyond, these guidelines are intended to assist staff to manage their email correspondence more efficiently and effectively. | |
| This is a new policy | Yes |
| This is a change to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i> | No |
| This is an existing policy | No |

| | |
|---|------------|
| Will the policy have an impact on students, staff or members of the public? | Yes |
| Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy? | Yes |
| Are there any aspects of the policy that could contribute to equality or inequality? | Yes |
| Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations? | No |

If you answer **YES** to any of these questions, go on to the full EIA.
If you answer **NO** to all of these questions, please provide appropriate evidence and sign off.

This policy was screened for impact on equalities. The following

* The term 'policy' incorporates all Conservatoire procedures, processes and guidance documents

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| evidence has been considered. No full equality impact assessment is required. | |
| N/A | |
| Senior Manager sign-off | |
| Date | |

Please return the completed form to Roz Caplan, Conservatoire Equality and Diversity Officer either by internal mail or by email to: r.caplan@rcs.ac.uk

FULL EQUALITY IMPACT ASSESSMENT

| | |
|-----------------------|-----------------|
| School/ Department | Human Resources |
| Date | March 2011 |

Name of Policy

EMAIL ETIQUETTE GUIDELINES

What are the aims, objectives & projected outcomes?

As email has become one of the most prevalent methods of communication both internally and externally at the Royal Conservatoire of Scotland and beyond, these guidelines are intended to assist staff to manage their email correspondence more efficiently and effectively.

1 SCOPING THE EIA

1.1 Scope of the EIA work

The Email Etiquette Guidelines document covers all equality strands, although this is not specifically referred to within the document.

The Email Etiquette Guidelines were circulated to the Consultative Forum for approval.

2 COLLECTING DATA

2.1 What relevant quantitative and qualitative data do you have?

This may include national research, surveys or reports, or research done by colleagues in similar areas of work.

Please list any evidence in the boxes below (complaints, satisfaction surveys, focus groups, questionnaires, meetings, email, research interviews etc) of communities or groups having different needs, experiences or attitudes in relation to this policy/guidance/operational activity.

| | |
|--|--|
| Race | There is currently no data available in this area to assess the impact of this policy. |
| Religion or belief & non-belief | There is currently no data available in this area to assess the impact of this policy. |
| Disability | There is currently no data available in this area to assess the impact of this policy. |
| Gender | There is currently no data available in this area to assess the impact of this policy. |
| Gender Identity | There is currently no data available in this area to assess the impact of this policy. |
| Sexual Orientation | There is currently no data available in this area to assess the impact of this policy. |
| Age | There is currently no data available in this area to assess the impact of this policy. |

2.2 What are the overall trends/patterns in this data?

As these Guidelines are new, there is little data available to consider.

The use will be monitored, however, to determine if it has an impact on any of the equality strands in the future.

2.3 Please list the specific equality issues and data gaps that may need to be addressed through consultation and/or further research?

It is recommended that analysis should be undertaken once these guidelines have been in place for a year as to usage and whether any action will be required in the future.

3 INVOLVING AND CONSULTING STAKEHOLDERS

In this section, describe the data you have gathered through stakeholder involvement and engagement.

3.1 Internal and external consultation and Involvement: (e.g. with other Departments, Staff (including support groups), Students etc

The Email Etiquette Guidelines were circulated to the Consultative Forum for feedback and approval.

There were no issues raised during the consultation process, and staff are able to seek advice from the HR Department or their line manager in relation to their particular requirements.

4 ASSESSING IMPACT

In this section please record your assessment and analysis of the evidence. This is a key element of the EIA process as it explains how you reached your conclusions, decided on priorities, identified actions and any necessary mitigation.

4.1 Assessment of the impact

It is difficult to identify any potential differential impact that these guidelines may have on staff members of each equality strand at this stage.

The guidelines promote equality by detailing a standard approach to email etiquette across all staff within the Conservatoire.

As the guidelines are new, there is currently no data available to analyse their impact, however this will be available in the future and when gathered, it will be possible to consider whether there are any concerns that require further research and assessment.

Now complete the EIA Report and Action Plan.

5 REPORT, ACTION PLANNING AND SIGN OFF

5.1 EIA Report

The EIA Report is a concise summary of the results of the full EIA. A template is provided at Annex A. A template for the action plan is at Annex B.

5.2 Sign-off

Now submit your EIA and related evidence for clearance.

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|---|--------------------------------------|
| Date of completion of EIA | 17/03/11 |
| Compiled by | Linsey Meldrum, Assistant HR Advisor |
| Senior Manager sign-off | Jackie Russell, Director of HR |
| Date to Equality + Diversity Officer | 17/03/2011 |
| Date of publication of EIA Report | November 2011 |
| Review date | March 2012 |

5.3 Publication and Review

Ensure that the EIA Report including the Action Plan are published alongside your policy/guidance/operational activity.

IMPORTANT - Review, revise and update annually!

Annex A - Equality Impact Assessment Report

TITLE

Email Etiquette Guidelines

BACKGROUND

As email has become one of the most prevalent methods of communication both internally and externally at the Royal Conservatoire of Scotland and beyond, these guidelines are intended to assist staff to manage their email correspondence more efficiently and effectively.

SCOPING THE EIA

The Email Etiquette Guidelines document covers all equality strands, although this is not specifically referred to within the document.

The Email Etiquette Guidelines were circulated to the Consultative Forum for approval.

COLLECTING DATA

As the guidelines are new, there is no data available to analyse, however an assessment was undertaken of how particular groups might be affected, and feedback was sought from the Consultative Forum.

INVOLVING AND CONSULTING STAKEHOLDERS

The Email Etiquette Guidelines were circulated to the Consultative Forum for feedback and approval.

There were no issues raised during the consultation process, and staff are able to seek advice from the HR Department or their line manager in relation to their particular requirements.

ASSESSING IMPACT

It is difficult to identify any potential differential impact that these guidelines may have on staff members of each equality strand at this stage.

The guidelines promote equality by detailing a standard approach to email etiquette across all staff within the Conservatoire.

As the guidelines are new, there is currently no data available to analyse their impact, however this will be available in the future and when gathered, it will be possible to consider whether there are any concerns that require further research and assessment.

ANNEX B - Action Plan for use with Equality Impact Assessments

TITLE

| ACTION / ACTIVITY | OWNER AND INTERESTED STAKEHOLDERS | DEPENDENCIES / RISKS / CONSTRAINTS | COMPLETION DATE | PROGRESS UPDATE |
|---|--|---|----------------------------|----------------------------|
| Monitor and evaluate any potential impact that this policy may have in terms of feedback/complaints etc | HR department | | March 2012 | |
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