



**EQUALITY IMPACT ASSESSMENT  
PRELIMINARY SCREENING**

School/ Department	Human Resources
Date	March 2011

<b>Name of Policy*</b>
PREVENTION OF ILLEGAL WORKING

<b>What are the aims, objectives &amp; projected outcomes?</b>	
<p>The Royal Conservatoire of Scotland is committed to being an equal opportunities employer. Following the introduction of the Asylum and Immigration Act 1996, the Conservatoire is obliged to obtain documentary evidence of a prospective employee's eligibility to work in the UK.</p> <p>Further, recent amendments to the Border and Immigration Rules for the UK, require the Conservatoire to obtain documentary evidence <b>prior</b> to an offer of employment under this new legislation relating to the prevention of illegal working in the UK.</p>	
This is a <b>new</b> policy	<b>N</b>
This is a <b>change</b> to an existing policy <i>(Check whether original policy was equality impact assessed. If so, review and update Action Plan).</i>	<b>N</b>
This is an <b>existing</b> policy	<b>Y</b>

Will the policy have an impact on students, staff or members of the public?	<b>Y (staff members)</b>
Are particular communities or groups likely to have different needs, experiences and/or attitudes in relation to the policy?	<b>Y</b>
Are there any aspects of the policy that could contribute to equality or inequality?	<b>Y</b>
Could the aims of the policy be in conflict with equal opportunity, elimination of discrimination, promotion of good relations?	<b>Y</b>

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

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.

<b>This policy was screened for impact on equalities. The following evidence has been considered. No full equality impact assessment is required.</b>	
N/A	
<b>Senior Manager sign-off</b>	
<b>Date</b>	

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](mailto:r.caplan@rcs.ac.uk)

## FULL EQUALITY IMPACT ASSESSMENT

School/ Department	Human Resources
Date	March 2011

### Name of Policy

PREVENTION OF ILLEGAL WORKING

### What are the aims, objectives & projected outcomes?

The Royal Conservatoire of Scotland is committed to being an equal opportunities employer. Following the introduction of the Asylum and Immigration Act 1996, the Academy is obliged to obtain documentary evidence of a prospective employee's eligibility to work in the UK.

Further, recent amendments to the Border and Immigration Rules for the UK, require the Conservatoire to obtain documentary evidence **prior** to an offer of employment under this new legislation relating to the prevention of illegal working in the UK.

## 1 SCOPING THE EIA

### 1.1 Scope of the EIA work

Data Collection includes monitoring the use of this policy and adherence to it. Training sessions were held with all recruiting staff to ensure that they were fully aware of the implications of this policy.

The Prevention of Illegal Working Policy was 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.

<b>Race</b>	This policy will have an impact on different nationalities, in line with the legislative requirements of the UKBA.
<b>Religion or belief &amp; non-belief</b>	This policy is unlikely to have an effect on this equality strand.
<b>Disability</b>	This policy is unlikely to have an effect on this equality strand.
<b>Gender</b>	This policy is unlikely to have an effect on this equality strand.
<b>Gender Identity</b>	This policy is unlikely to have an effect on this equality strand.
<b>Sexual Orientation</b>	This policy is unlikely to have an effect on this equality strand.
<b>Age</b>	This policy is unlikely to have an effect on this equality strand.

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

Further to comparison with EIA by Immigration Group of the UK Borders Agency as well as monitoring of the policy within the Conservatoire, it is likely that the policy will impact on the race equality strand. However the others are unlikely to be directly impacted according to data and evidence.

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

There have been some concerns raised in relation to certain workers unable to gain entry to work in the UK, although as this policy complies with legislation, there is no evidence that the policy itself has any implications.

## **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**

Staff have been consulted with during the revision of this policy; the policy has been approved and recommended by our Staff Consultative Forum which contains representatives from across the organisation.

## **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**

Comparison was made with the EIA undertaken by the Immigration Group of the UK Borders Agency as well as monitoring of the policy within the Conservatoire.

**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 and can be seen 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.**

<b>Date of completion of EIA</b>	17 <sup>th</sup> March 2011
<b>Compiled by</b>	Linsey Meldrum, Assistant HR Advisor
<b>Senior Manager sign-off</b>	Jackie Russell, Director of Human Resources
<b>Date to Equality + Diversity Officer</b>	March 2011
<b>Date of publication of EIA Report</b>	November 2011
<b>Review date</b>	March 2012

#### **5.3 Publication and Review**

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

## **Annex A - Equality Impact Assessment Report**

### **PREVENTION OF ILLEGAL WORKING POLICY**

#### **BACKGROUND**

The Royal Conservatoire of Scotland is committed to being an equal opportunities employer. Following the introduction of the Asylum and Immigration Act 1996, the Conservatoire is obliged to obtain documentary evidence of a prospective employee's eligibility to work in the UK. Further, recent amendments to the Border and Immigration Rules for the UK, require the Conservatoire to obtain documentary evidence **prior** to an offer of employment under this new legislation relating to the prevention of illegal working in the UK.

#### **SCOPING THE EIA**

Data Collection includes monitoring the use of this policy and adherence to it. Training sessions were held with all recruiting staff to ensure that they were fully aware of the implications of this policy.

The Prevention of Illegal Working Policy was circulated to the Consultative Forum for approval.

#### **COLLECTING DATA**

Further to comparison with the EIA undertaken by the Immigration Group of the UK Borders Agency as well as monitoring of the policy within the Conservatoire, it is likely that the policy will impact on the race equality strand. However the others are unlikely to be directly impacted according to data and evidence.

#### **INVOLVING AND CONSULTING STAKEHOLDERS**

Staff have been consulted with during the revision of this policy; the policy has been approved and recommended by our Staff Consultative Forum which contains representatives from across the organisation.

#### **ASSESSING IMPACT**

Comparison was made with EIA by Immigration Group of the UK Borders Agency as well as monitoring of the policy within the Conservatoire.

#### **ACTION PLAN**

No action was identified.