

# Equality Impact Assessment Summary

<b>Name of policy, function or service</b>
Internal Forest Research Promotion Procedures

<b>Purpose and aim(s) of the policy, function or service</b>
<p>Purpose: To provide career progression for FR staff who are progressing original &amp; creative research on a personal basis. 'On a personal basis' means that the research is being conducted by an individual scientist as their allocated research programme in official time.</p> <p>Aims: To assess internal applicants for promotion on a structured basis in line with the Research promotion procedures and FR's objectives as set out in its Framework Document and Corporate Plan.</p>

<b>Who will benefit mainly from this policy, function or service?</b>
<p>All researchers from Pay Band 3 to Pay Band 5 working in FR who are progressing original &amp; creative research on a personal basis may apply for consideration for promotion on annual invitation will benefit. Promotion under this principle will allow the researcher career progression in the same or similar area of scientific research as his/her experience and responsibilities increase. It will benefit Forest Research to retain experienced researchers by enabling them to further their careers in the chosen area.</p>

<b>Information and Data (evidence) used</b>
<p>Research Promotion Procedures have been in place for a number of years but statistics have only been kept in the past on numbers of initial applicants, numbers called for interview and those successful at interview by gender. This will not enable past impact to be assessed. The EqIA is being done on an existing procedure and statistics will be gathered in the future about how the 6 strands have fared.</p>

<b>Summary of Impact</b>
<p>All eligible staff will be fully informed of the adjustments available at each invitation to apply for consideration of promotion. The following wording, describing the available adjustments, have been inserted into the 'Research Promotions Procedures' paper that accompany the invitation to apply and will be sent to all eligible staff in a format that is accessible to them;</p> <p>[a] Where an individual has disclosed a medical condition/disability which is shown to have an affect of their ability to do things or where such a medical condition/disability is known to their manager and the individual is in agreement, the Board will make reasonable adjustments for that individual when attending the Board when assessing their outputs/performance. The level of reasonable adjustment will depend on the condition/disability and how it is presented and could depend on advice from our Occupational Health Service Provider, Capita, and/or discussion with the individual. Reasonable adjustments will be written and agreed with the individual before the Board.</p>

[b] Where the applicant is a part-time member of staff or has been absent due to extended sick/special/maternity/career break leave, due consideration will be made by the Board of this when considering outputs [publications etc.].

[c] Where it is known or the applicant makes it known that s/he is a member of a faith that practices certain observances on weekdays, the applicant will be consulted about the date and timing of their interview.

**Monitoring/Evaluation**

After the promotion boards have been held, statistics will be produced regarding the mix of applicants based on whether applicants were full or part-time, gender, race, disabled. Where applicants have requested a variation to the usual procedure, they will be asked whether they found the arrangements satisfactory and what else could be done to improve the process. The information gathered will be compared to the total FR staff based in Pay Bands 3 to 5 and analysed with the assistance of FR's in-house statisticians to gauge if there are any trends indicating discrimination. This information will be presented to the FR Management Board on an annual basis along with any comments received from applicants for whom adjustments were made to gauge how effective this was and whether this could be improved in the future.

**Further Information**

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