**Equality analysis form**

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

**Section 1**

**Equality Analysis Screening**

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

* Name of the activity (strategy, policy, practice etc.)

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| --- |
| Restructure within Department Geography and Environmental Management (DGEM) in FET. |

* Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

|  |  |
| --- | --- |
| |  | | --- | | The proposed changes will be made in an inclusive way with clear, transparent and timely communications within each of the following proposed phases.   * Formal consultation on proposals * Enhanced Voluntary Severance process * Compulsory redundancy selection process (if required) * Introduction of third cluster & re-naming of DGEM, subject to successful growth into new Undergraduate markets   **Formal Consultation**  Once consultation on the plans are under way, all staff will be able to meet individually with managers to have an open and honest conversation about adjustments needed and their individual position.  **EVS Process**  Managers will be available to meet with staff in scope who wish to discuss an application for EVS from the consultation launch. Acceptance and turndown decisions will be communicated in individual meetings.  **Compulsory Redundancy Selection Process (if required)**  All staff identified in the ring fence groups will be asked to complete an assessment sheet and invited to an interview meeting to ensure that they are able to fully engage with the selection process.  **Introduction of third cluster & Renaming of DGEM**  Managers will be supportive and sensitive of individual needs where people have a change to line management. | |

* Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

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| --- | --- |
| |  | | --- | | There is potential for the reorganisation to result in compulsory redundancies which could impact staff motivation, stress and anxiety levels. If compulsory redundancies take place, there is the possibility that they might affect levels of representation of diverse staff in the department, depending on which teams are affected.  The reorganisation through the introduction of a new cluster, could also result in some changes to line management responsibility which could also cause some anxiety.  We will ensure that any negative impacts are mitigated through an open staff consultation process and by ensuring that relevant managers have undertaken Equality and Diversity training. | |

* Does the activity have the potential to impact equality groups in the following ways:
* Access to or participation in UWE Faculties or Professional Services?
* Levels of representation across the UWE workforce?
* Student experience, attainment or withdrawal?
* Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

|  |
| --- |
| Yes. |

**Equality analysis screening sign off:**

|  |  |
| --- | --- |
| Faculty Dean or Head of Service |  |
| Faculty / service |  |
| Date |  |

**Please return the completed form back to the Equality & Diversity Unit for feedback and publication**

**Section 2**

**Full Equality Analysis**

1. Name of the activity (strategy, policy or practice etc.)

|  |
| --- |
| Restructure within Department Geography and Environmental Management (DGEM) in FET. |

2. What is the aim of the activity (objective or purpose)?

|  |
| --- |
| Undertake an internal reorganisation of Department of Geography and Environmental Management (DGEM).  The Department currently focuses its’ teaching around three core discipline areas:   * geography/geoscience * urban planning * civil and environmental engineering   The reorganisation is to mitigate the following issues:   * The vulnerability of geography programmes due to external factors * The contractual end of the Environment Agency supported undergraduate programmes in River and Coastal Engineering * Sub-optimal programmes and modules currently running * Need to strengthen the alignment of research in department centres to existing and new teaching provisions   These issues are proving challenging for the department and there is an immediate need for reorganisation and resource optimisation in order to provide opportunities for growth in line with strategic priorities. |

3. If amending a current activity, what changes are proposed?

|  |
| --- |
| 1. Consolidation and rationalisation of existing programmes within the Geography subject area. 2. Review programme offer and staff skill set within Civil Engineering. 3. Add an additional cluster to DGEM subject to successful growth into new Undergraduate markets 4. Departmental name change. |

4. Who is responsible for developing and delivering the activity?

|  |
| --- |
| Anil Kashyap, Head of DGEM, Faculty of Environment & Technology. |

5. What measures will be used to assess whether the activity is successful?

|  |  |
| --- | --- |
| |  | | --- | | * Mitigating the issues identified in section 2 * Efficient use of resource budget and growth of department undergraduate student income * Review of Faculty KPIs, TEF quality metrics, REF, and staff survey results | |

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

**Meeting the public sector equality duty**

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the ‘no’ column to highlight your responses.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **Not known** |
| **All groups** |  | It is not expected that the changes will have particular effects on particular groups but monitoring will take place to ascertain if the changes generate any additional stress or have other negative impacts and monitoring will take place regarding post-restructure workloads to ensure that there is no resulting inequalities. If compulsory redundancies take place, there is the possibility that they might affect levels of representation of diverse staff in the department, depending on which teams are affected. Any redundancy processes will be subject to Managing Change processes and handled in a fair and consistent manner. The change team will look at representation of equality groups among those affected and ensure that any redundancies that disproportionately affect representation levels can be justified as a proportionate means to achieve a legitimate business aim. |  |
| **Women and men** |  | Any ring-fence arrangements will be done in line with UWE’s managing change policy. Flexible working patterns will be honoured as far as business needs allow. |  |
| **Trans people** |  | Not known. However, transgender people may face negative impact due to moving to a new team or having a new line manager. Managers will need to be supportive and aware of individuals’ needs where people are moving from one team to another, especially when the new team may not be aware of their gender identity. |  |
| **Black and minority ethnic groups** |  | No envisaged impact affecting this group. |  |
| **Disabled people** |  | During consultation and implementation due consideration will be given to any reasonable  adjustments needed. There will also be staff who are not registered as disabled but likely to have adjustments made in relation to their current roles. Additional support will be offered and provided where needed for interviews/applications. |  |
| **Younger or older people** |  | Number of years’ service is a factor for calculating redundancy payments including EVS. |  |
| **People of different religion and beliefs** |  | The changes proposed should not impact significantly on those with different religion or beliefs, however new line managers (if applicable) will need to be aware and supportive of individual’s needs. |  |
| **Lesbian, gay, bisexual people** |  | LGB people may face a negative impact due to moving to a new team and having a new line manager. Managers will need to be supportive if there are LGB staff moving from one team to another when the individual may not have told other members of the new team. |  |
| Marriage and civil partnership |  | The changes proposed should not impact significantly on those in married or civil partnerships. |  |
| **Pregnancy and maternity** |  | Staff who begin maternity during the period of change and implementation, will receive communications at the same time as other staff and will be given protection and support in posts in the new structure. Managers will be in regular contact with staff currently on leave to ensure they are kept up to date and encouraging staff to use KIT days for communication purposes. Hard copies of material produced will be sent to their home addresses. |  |

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

|  |
| --- |
| All members of staff within DGEM will be engaged during the reorganisation.  Various forms of communication will be used and offered in order to reach all audiences and provide options for people to feedback individually or as part of a group and also anonymously.  The Dean of FET will launch the formal consultation with an all staff meeting setting out the case for change and proposals and then individual meetings will be offered to obtain feedback on the proposals.  We have also consulted informally with UCU and will enter into formal consultation at the same time as staff. |

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

|  |
| --- |
| Please see table above for mitigations listed and in addition to those:  Any ring-fencing processes will be subject to managing change and handled in a fair and consistent manner throughout the EVS and Selection for Retention process.  Any possible change in teams will take into account individual needs and adjustments.  Managers will need to be supportive and aware of individuals’ needs and supportive of an inclusive working environment. |

9. Please indicate the level of equality relevance:

High

Medium x

Low

10. **Equality analysis sign off:**

|  |  |
| --- | --- |
| Faculty Dean or Head of Service |  |
| Faculty / service |  |
| Date |  |

**Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.**

**Equality analysis - action plan Appendix 1**

Name of activity:

Plan completed by: Service / faculty:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Issues** | **Actions**  **required** | **Responsible**  **Person** | **Resources required** | **Target date** | **Success Indicators** | **What progress has been made?** |
| **Information/data required** | Identify any existing arrangements currently in place. | HOD DGEM. |  |  |  |  |
| **Consultation** | Equality analysis to be published on UWE internet to invite comments. | Jo Livesey to send to E&D Unit for publishing. |  |  |  |  |
| **Monitoring and review arrangements** | Regular meetings to review feedback on the EA to be established between HR and E&D Unit during consultation, line managers will be involved as appropriate. | Jo Livesey and Tim Copley to agree meeting schedule with Vicky Swinerd (E&D Officer). |  |  |  |  |
| **Publication** | To be published for 3 weeks and comments invited from equality groups and networks. | E&D Unit. |  |  |  |  |
| **Other actions** |  |  |  |  |  |  |

Please return form to the Equality and Diversity Unit