

Equality Impact Assessment August 2011

Equality Relevance High ☐ Medium ☐ X Low ☒

1. Name of the policy or practice?

Faculty of Arts, Creative Industries and Education
Review and resulting restructure of Technical Services

2. What is the aim, objective or purpose of the policy practice?

As part of the University Change Management process, the technical structures across all the four new Faculties are being reviewed by each faculty.

ACE will undertake this review to ensure that its technical operations and structure will best meet the needs of the new faculty and departmental structure.

Objectives:

- To provide flexible and effective support for teaching, research and knowledge exchange activities for the faculty
- To provide efficient and affordable support . The faculty needs to make a net saving of 25% by 2013/14. Technical staffing savings of 10% by 2013 contribute to this planning .
- To align the technical service structure and its development with the strategic aims of the faculty.

3. Who is responsible for developing the policy?

Roger Conlon, Associate Dean and Alex Gilkison, Executive Dean

4. Who is responsible for implementing the policy?

Associate Dean, Roger Conlon, supported by Technical Managers Dick Allen, George Coulsting, Ian Costello, Kieran Brown

5. Who is the policy intended to benefit?

To benefit all ACE students and staff by creating a technical support service structure which fits with the new faculty structure and business and will ensure that the faculty is ready to face the challenges of the future.

6. What is intended to be achieved by the policy?

1. Ensure technical support teams are aligned with faculty strategy and able to support the needs of the new departments in ACE
2. Improved technical support for academic staff and students.
3. Increasing the added value of technicians to the teaching and student experience.
4. Improved clarity of role accountabilities.
5. Improved staff development and the opportunity to improve skills
6. Reduction in duplication of work.
7. Reduction in costs
8. Enhanced flexibility – staff able to work across some subject areas.

7. How will you know if this policy has been successful?

- By the alignment of technical staff with departmental academic offer and research profile.
- Through evaluative feedback (student and staff) on technical support. This is to be standardised across departments and reviewed by technical managers .
- The technical support service to both academic staff and students will be improved.

- Staff development needs to be identified and addressed (eg skills training to ensure currency undertaken)
- Flexible deployment of teams across subject areas will be enhanced
- Costs will be reduced.

8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Please give information/ evidence to support your answer.

	Yes	No	Not known – Do you need to generate sources of information?
Women, men, transgendered people	<p><i>Technical staff are 35% female 65% male</i></p> <p>Women are more likely to have caring responsibilities and therefore role changes/redundancy and associated possible changes in working patterns in new roles can be more difficult to accommodate</p> <p>Transgendered staff could face negative impact due to moving to a new team, having a new line manager, new working environment etc</p>		
Black and minority ethnic groups	<p><i>Ethnicity : 2% black and 2% unknown declared.</i></p> <p>There is under representation of these groups in the technical workforce in the faculty.</p>		
Disabled people	<p><i>5% declared disability amongst technical staff.</i></p> <p>This group are likely to have adjustments made in relation to current roles which will need to be revisited in relation to new roles and new locations</p> <p>Need to ensure that disability contact structures are maintained through the restructure</p>		
Younger or older people	Different needs in relation to training and development for new roles and attitudes towards career aspiration.		
People of different religion and beliefs	<p>9% Christian</p> <p>5% another faith</p> <p>18% non religion</p> <p>10% prefer not to say</p> <p>58% no answer</p>		Need to generate information via staff networks
Lesbian, gay and bisexual people	<p>33% heterosexual</p> <p>9% prefer not to say</p> <p>58%no answer</p>		Need to generate information via staff network

9. Is there potentially adverse impact on the following equality groups as a result of this policy? Please give information/ evidence to support your answer.

UWE staff who may be at risk as a result of this change will be managed as per the Managing Change policy and consideration will and has been given to the stress that will be caused to these staff. Employee Assistance information has been provided and staff will be regularly reminded that this service is available to them.

Consideration will be given to the impact of any relocation on the affected UWE staff, and their needs as noted above.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people			The impact on transgender is unknown and requires consultation. Current information has no declaration of transgender from staff.
Black and minority ethnic groups			
Disabled people	Current roles may have been adjusted to take account of disability and change could be perceived as particularly detrimental. National statistics office 2009 confirms that 18.6% of people of working age have a disability however only 5 % of staff in the technical team in ACEstate that they are disabled.		
Younger or older people	Younger staff may have less service; thus any VS or EVSS is less attractive. Older staff could be concerned that they will not be selected for roles as they are perceived as being closer to retirement. Some staff over 55 may be too costly to release on severance as the pension release costs to the university may be too high.		
People of different religion and beliefs	Employment equality regulations (religion or belief) to be followed.		
Lesbian, gay, bisexual people			Unknown – insufficient data. Conversations with the LGBT staff network is needed.

10. Is the policy designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

It has the potential to foster good professional relationships between academic and technical staff.

11. Do you need to carry out a formal/informal consultation internally or externally at this stage? Who you need to consult?

Yes. Informal stake holder meeting with staff and trade union . Formal consultation will need to take place with all TUs and with technical groups impacted by change.

12. What method or mechanism would be best suited for this consultation?

Formal consultation with affected groups and TUs through planned communication events and one to one consultation meetings etc

Network group through the Equality and Diversity (E and D) Unit

13. What action could be taken to mitigate any negative impacts identified or is there an opportunity to take steps to address different needs or promote equality of opportunity more effectively? If yes, please comment and complete action plan.

Ensuring that at up to date EIA is in place in relation to the technical review and restructure.

Ensuring Job descriptions, grading and job evaluation are in place for any changed posts – with TUs for consultation.

Applying Managing change procedures and redeployment procedures.

Adherence to university recruitment and selection processes.

Working with voluntary severance and early retirement schemes.

Making available the career advice and redeployment support service to technical support staff

14. Who will be responsible for monitoring the implementation of the action plan?

Roger Conlon

15. Please outline how you have revised the policy (if necessary) in the light of the Equality Impact Assessment. If no change is to take place please give reasons.

Ensure that , as far as possible , alternatives such as VS/EVSS, flexible working etc are as accessible as possible to all groups of staff. Targeted approach to access to VS/EVSS to specifically offer in areas of change impact.

Where there may be fewer roles available, extra care in development of selection processes to ensure fair process.

Career advice services made available recognising the difficulties of redeployment for some groups particularly in the current jobmarket.

HR continuing to use internal only recruitment to provide maximum opportunity for redeployment for those placed at risk as result of the change.

16. Please indicate when you think this policy/practice should be reviewed next:

Review within six months of the implementation of a new restructure.
--

Equality Impact assessment completed by:

Name	Roger Conlon
Post title	Associate Dean
Faculty / service	Faculty of ACE
Date	September 5 th 2011

Please return this form to the Equality and Diversity Unit. The equality and diversity unit will provide feedback and will publish the final document.

Confirmed by the equality and diversity unit:

Name	
Date	

ACTION PLAN – Name of Policy: Faculty Technical Restructure Service/Faculty ACE

Issues	Actions Required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information and Data	Review Equality Unit guidance on change	Associate Dean		September 2011		
Information and Data Required	Contact ECU re possible data sources on change impact where impact is uncertain or unknown	Associate Dean				
Information/data required	Identify any staff in protected groups who will need priority consideration for roles – maternity leave/disabled staff etc within the technical ringfencing	Technical managers		November 2011		
Consultation	Consult TUs on EIA Network group EIA consultation Impacted staff consultation	HR AD supported by E & D unit AD supported by HR		October 2011		

	All staff consultation as a result of publication					
Recruitment and selection	Ensure gender & diversity balance on any selection process/panel			Throughout restructure		
Monitoring and review arrangements	Retain detailed movement of staff/VS/EVS application and costs Look at gender /age and Ethnic origin distribution after completion of review outcomes have been confirmed	AD with Management Accounts AD and technical managers with HR				
Publication	Check EIA is up to date and publication of EIA for wider consultation comment	E and D unit		October 2011		
Other actions						
	Training for technical staff to					

	reiterate accountabilities and the and need for focus on E and D impacted groups					
	Careful development of all technical roles and job descriptions	HR Ops Team				
	Setting objectives and PDRs for all technical staff in new structure.	Technical managers				
	Set Review date 6 months after implementation					

Please return form to the Equality and Diversity Manager