

Equality analysis form

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

Review of the Academic Calendar

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

To produce a calendar for the academic years 2013/14 – 2015/16

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

2 models are proposed for consultation. Key proposals include changing the length of the vacations (2 to 3 weeks Christmas, 3 to 2 weeks Easter) and aligning the Easter vacation with the Easter weekend break, better use of assessment period 2 for teaching block 1 resits to alleviate the pressure during assessment period 3, possible earlier resits to allow all activity to be complete by the end of July.

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

Academic Calendar Working Group – chaired by Julie McLeod and supported by Rachel Cowie. Academic Board will have the final sign off.

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

Annual review

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
Women and men	Yes	Better alignment with Easter weekend although not necessarily aligned to school holidays. Due to our location we attract staff and students from a number of different LAs so it would be difficult to accommodate all requirements. The University is looking at holiday clubs/activities to help mitigate.	
Trans people	X	As above	
Black and minority ethnic groups	X	As above	
Disabled people	X	As above	
Younger or older people	X	As above	
People of different religion and beliefs		<p>The calendar aligns with traditional Christian beliefs (Christmas/Easter)</p> <p>A need to reflect the religion and belief needs of all UWE students. Failure to do so will have a negative impact on those students. Management of the developing and impending</p>	

		Religious Observance policy is crucial for the success of the new Academic Calendar. This has been discussed at some length by the working group	
Lesbian, gay, bisexual people	x	As above (1)	
Marriage and civil partnership	x	As above (1)	
Pregnancy and maternity	x	As above (1)	

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

Via the EMG, EDF and wider consultation across the University

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).

Proposals better support staff vacations. Academic Board have approved in principle a model that could allow an easing of pressure during assessment period 3 – this is in the process of being tested throughout the University.

The University is looking at holiday clubs/activities to help mitigate – the University will look to promote these services via its website for students and staff.

Management of the developing and impending Religious Observance policy to ensure student needs are reflected in the Academic Calendar.

9. Please indicate the level of equality relevance:
Medium/High

10. Equality analysis completed by:

Name	Rachel Cowie
Post title	Deputy Academic Registrar
Faculty / service	CAS
Date	October 2012, updated February 2013

Please return this form to the Equality and Diversity Unit for feedback and publication.

Equality analysis - action plan

Appendix 1

Name of activity: Academic Calendar

Plan completed by: Rachel Cowie

Service / faculty: CAS

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Circulation of 2 models to wider group of staff/students	Rachel Cowie	None	Asap	Information circulated as wide as possible	Both models circulated. Academic Board approved model 2 for further testing
Consultation	Wide consultation throughout the University	Rachel Cowie	None	End Dec 2012	Full engagement from staff and students with consultation	Complete – further testing now taking place with a view to reporting back to Academic Board in March 2013
	Via EMG	HR	None	Asap		
Monitoring and review arrangements	Annual review	Julie McLeod/ Rachel Cowie	None	First review 14/15		
Publication	Once Academic Board has approved the final model, the calendar will be circulated widely	Rachel Cowie/ Internal Comms/ Marketing & Comms	None	Following Board approval	Calendar publicised and awareness across University	Calendar for 13/14 now available on the web. Model 2 for further testing has been widely distributed.

Other actions						

Please return form to the Equality and Diversity Unit