

Full Equality Impact Assessment Form

Equality Relevance High ☐ Medium ☐ Low ☒

1. Name of the policy or practice?

CCTV – Use of Audio and Visual CCTV in UWE Gatehouse

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

* CCTV use is in line with UWE CCTV code of Practice and is part of a range of security mechanisms to deter, detect and evidence possible/ actual criminal activity, **including abusive verbal** behaviour to UWE staff in the delivery and enforcement of UWE policy and procedure.

* The use of the above is in addition to a number of mechanisms to reduce verbal abuse namely, a) staffed operative in Car Park 20. b) Meetings held every two weeks with Car Parking Policy Makers and representation from all levels of Security team c) Sports managed Intercom between Sport Centre and barrier control leading to Sports Centre.

3. Who is responsible for developing the policy?

Facilities - Security.

4. Who is responsible for implementing the policy?

Facilities – Security.

5. Who is the policy intended to benefit?

To ensure a safe working environment for UWE staff in particular those who are employed in the Gatehouse and have experienced verbal abuse.

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

* Form part of a range of security mechanisms to deter, detect and evidence crime in particular verbal aggressive behaviour to UWE security staff.

* To provide audio/visual monitoring and evidence.

* To establish a visible and active deterrent to crime.

* To provide audio and visual video evidence in the event of a crime or suspicion of criminal activity in particular verbal assault on UWE staff.

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

Reduction of verbal abuse complaints received by Gatehouse Security Team

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	Potential for concern from female & transgender customers/staff due to security team being composed predominately of men. May feel greater uncertainty about the security of the footage/recordings.		
Black and minority ethnic groups	Some minority ethnic groups (customers & security staff) may feel that they are under greater scrutiny from audio visual monitoring. There may well be language issues around the use of signage		
Disabled people			Unaware of any particular issues or needs
Younger or older people	Young persons (staff & customers) may feel that they are under greater scrutiny.		
People of different religion and beliefs	Possible objection to image capture from some religious groups?		
Lesbian, gay and bisexual people	LGB people (staff & customers) may feel that they are under greater scrutiny.		

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.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men,			A need to identify the

transgendered people			potential impacts for this group.
Black and minority ethnic groups			A need to identify the potential impacts for this group.
Disabled people			A need to identify the potential impacts for this group.
Younger or older people			A need to identify the potential impacts for this group.
People of different religion and beliefs			A need to identify the potential impacts for this group.
Lesbian, gay, bisexual people			A need to identify the potential impacts for this group.

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?

NO.

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

* Trade Unions - to understand staff concerns and opinions – **consultation undertaken**
 * CCTV audio and Visual signage displayed in Gatehouse. – **completed**
 * Ammendment to UWE Security CCTV Policy and Procedure and Code of Practice
 * Groups of staff from the protected characteristics

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

- Trade Unions - to understand staff concerns and opinions – **consultation undertaken**
- UWE Security - **consultation undertaken**
- Ammendment to UWE CCTV Policy and Procedure.

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.

Consideration should be given to the possible interruption of recording and monitoring if specific activities are identified as low risk and in need of privacy.

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

Facilities - Security

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.

a) No evidence to date b) No change has been made as the policy has an equal impact on all groups

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

If modifications are required to the CCTV infrastructure or protocols.
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Equality Impact assessment completed by:

Name	Peter Cockburn
Post title	Head of Hospitalty/ Site Services
Faculty / service	Facilities
Date	November 26 th 2010

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	Andrew Mclean
Date	3 March 2011

ACTION PLAN – Name of Policy- HLS CCTV **Service/Faculty-** HLS

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Evidence of impact from the different protected characteristics:Methods – email to networks, gatehouse questionnaire, feedback from staff groups, team meetings, formal supervision.	Facilities		Prior to the review of the CCTV policy	Evidence gathered	
Consultation	Security consultants	Facilities		July 08		Consultants have recommended several measures including CCTV.
	CTUI South West	HLS		August 08		CTIU agree that CCTV would be a significant deterrent. Recommend monitoring of live feed in the immediate area by staff responsible for labs. Also regular review of recorded images.
	Trade Unions	HR/Facilities		Feb 10		Facilities to review CCTV policy and to reflect the evidence gathered from equality

				March 10		groups HLS to carryout a Risk Assessment. Facilities to explore training requirements for CCTV specialist operators HLS to explore chemical inventory used at Edinburgh Uni as an alternative/additional security measure.
				April 10		Agreement was reached that recorded images will be stored and viewed only in the Facilities control room.
Monitoring and review arrangements						
Publication	Publish EIA				EIA Published	
Other actions						

Please return form to the Equality and Diversity Manager