Equality Impact Assessment

Policy, Practice or Procedure being assessed: Estates and Space Management System

Date of assessment: 28 June 2010

Persons undertaking assessment: Vaughan Castell, Joe Thorndyke, Karen West, Ravinder Bisla, Janet Middleton, Pete Sutherland

Owner of EIA: Karen West

Who is it intended to benefit?	- All users from Estates, Space Management, business support staff and customers. - Management E.g. Finance will benefit from more accurate TRAC and EMS returns. - HEFCE – again, new system will assist with more accurate reporting.
What is it trying to achieve?	- A new, more streamlined and efficient system. - Consistent and integrated reports. - A more cost effective way of carrying out processes and cost savings overall.
How will you know if it is successful?	- Customer feedback. - User feedback. - Effective reporting and better information

	Adverse impacts	Differential impacts	Positive impacts
Impacts for men and women specifically	N/A	N/A	N/A
Impacts for trans people	N/A	N/A	N/A
Impacts for people of different ethnic origin and nationalities	- Users for whom English is not their first language may benefit from different language options when put through to the helpdesk.	N/A	N/A

	Adverse impacts	Differential impacts	Positive impacts
Are there possible impacts for disabled people?	- People with visual impairments may have difficulty accessing web pages with Text Readers and other assistive technologies if the pages do not meet specific UWE standards for the structure of the HTML language upon which they are based. - Users with dyslexia may have an inferior experience of the web content if inadequate contrast options are available. - Those who have difficulty using devices such as a mouse and keyboard may experience problems accessing content where the content of the page requires fine motor control over small areas of the screen and therefore allowing the content size to be enlarged can influence their use of the content. - The 2-mode operation should overcome the majority of these cases.	N/A	N/A
Are there possible impacts for younger and older people?	N/A	N/A	- Older users (some of whom may not be as IT literate) have the option of using the telephone helpdesk facility.
Are there possible impacts for people with different religions and beliefs?	N/A	N/A	N/A

Are there possible impacts for lesbians, gay men and bisexuals?	N/A	N/A	N/A
Opportunities to improve the experience and outcomes of people from these groups	- A more user-friendly system than the one(s) it will be replacing should have a positive impact on all users. - A system that has two possible modes of input (the telephone help-desk and the web-page reporting page) will provide a degree of flexibility of how the system can be used.		
Opportunities to improve understanding of and between these groups of people	N/A		
What evidence do you have to understand the impact on different people?	- Look at the UWE HR website regarding the equality and diversity statistics. - Seek input from the Equality and Diversity unit to feed into the project.		
What evidence do you still need to collect?	- Statistical information from HR.		

Do you need to consult, if so who with?	- Equality and Diversity Unit.
How could you consult?	- Via E&D Unit website - Send PID to E&D unit and seek feedback.

What can be done to prevent adverse impacts?	- The ability to submit Works Request sin common languages may be useful.
	- For people who are visually impaired, the following things could be considered:
	    - Consider needs at specification stage E.g. when considering things like font size, resolution etc.
	    - System needs to run properly on IT web pages.
	    - The way the system is displayed needs to conform with UWE policies and standards.

Who is responsible for making sure this happens?	- Project Manager

ACTION PLAN – Name of Policy: Estates and Space Management System **Service/Faculty:** Facilities and Estates

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Obtain staffing stats	PS	N/A	N/A	Retrieval of document	Initial ideas
Consultation	-E&D Unit groups feedback. -PID feedback	Project Manager	N/A	N/A	Feedback	Initial ideas
Monitoring and review arrangements	Regular project meetings	Project Team	N/A	N/A	-Minutes -Feedback	Initial ideas
Publication	Send to E&D Unit for publishing	PS	-	-	Publication on web	-
Other actions	-	-	-	-	-	-

Please return form to the Equality and Diversity Manager