

Full Equality Impact Assessment Form

Equality Relevance High Medium Low

1. Name of the policy or practice?

Restructure of the Operations & Security service with particular focus on the managerial and administrative aspects of this service, which impacts on 4 existing UWE staff.

This is not a policy, the policy that applies to the restructure is Managing Change and an EIA is in progress within UWE for this policy.

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, such as any disability or health issues to consider and/or any childcare commitments, including grandchildren.

The UWE recruitment procedures also apply.

Confidentiality will be maintained in line with HR policies and procedures.

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

The aim of the restructure is to provide new managerial roles within Operations & Security in order to strengthen strategic service development based on security risk analysis.

3. Who is responsible for developing the policy?

General Manager Site Operations with the support of the Director of Facilities.

4. Who is responsible for implementing the policy?

General Manager Site Operations.

5. Who is the policy intended to benefit?

The University as a whole and all of its stakeholders, including staff, students, visitors to university managed premises and members of the public that access university managed services.

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

Overall improvements to security provision based on risk analysis.

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

Clear security strategy in place and being implemented. No increase in crime and positive reduction in crime levels achieved. Technical security systems updated and integrated and based on risk analysis.

All Managers within Operations & Security to attend the '*Equality & Diversity – UWE Manager*' training course. This has already started.

All Operations & Security Managers to cascade Equality & Diversity awareness to all staff, including contracted in staff, in a suitable format.

Equality & Diversity knowledge included as part of the recruitment process for the Senior Security & Risk Manager role – interview question to be based on E&D and knowledge and involvement to be scored as part of the decision making process.

Newly appointed Senior Security & Risk Manager to attend the '**Equality & Diversity – UWE Manager**' training once in post.

Senior Security & Risk Manager to complete an EIA as part of the assessment of security risks faced by UWE and to carry out consultation as part of that EIA.

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	Yes in terms of possible relocation, redeployment or redundancy.	.	
Black and minority ethnic groups		Not applicable in this case.	
Disabled people	Yes in terms of possible relocation, redeployment or redundancy.		
Younger or older people	Yes in terms of possible relocation, redeployment or redundancy.		
People of different religion and beliefs		Not applicable in this case.	
Lesbian, gay and bisexual people		Not applicable in this case.	

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, transgendered people	Working within the security industry this equality group may experience discrimination within this industry if staff are made redundant and faced with looking for alternative employment elsewhere.		
Black and minority ethnic groups		None of the staff directly affected by this change fall into this equality group.	
Disabled people	Relocation, redeployment or redundancy may impact on any of the 4 UWE staff directly affected by this change. None of the 4 staff affected are formally registered as disabled, or at least they have not informed UWE that they are, however they may have health issues that need to be considered in this change or that may constitute a disability under the DDA.		
Younger or older people	Any one of the 4 staff directly affected by this change may be concerned that if they are faced with redundancy from UWE they may face discrimination on age grounds when they are seeking alternative employment.		
People of different religion and beliefs		The religion and beliefs of the 4 staff affected by this change is unknown and is irrelevant to the process of this restructure and irrelevant to the outcome of this restructure.	

		Their religion and beliefs can remain unknown to UWE throughout this process.	
Lesbian, gay, bisexual people		The sexual orientation of the 4 staff affected by this change is unknown and is irrelevant to the process of this restructure and irrelevant to the outcome of this restructure. Their sexual orientation can remain unknown to UWE throughout this process.	

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?

Yes the recruitment process can ensure that the person appointed in to the Senior Security & Risk Manager post has a knowledge and awareness of E&D and is tasked with ensuring E&D becomes a part of Operations & Security culture.

Further to the above once appointed there is the potential to determine if any equality groups are currently disadvantaged in anyway in relation to security, then as a result of this analysis the security strategy can address this disadvantage in the most appropriate way.

The analysis will include an EIA, liaison with the E&D Unit and consultation with various groups as appropriate.

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

This will be required in the future as part of the risk analysis regarding security in order to determine and formulate the security strategy.

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

Not applicable at this stage.

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.

The potential negative impacts identified need to be dealt with appropriately and through the

correct HR procedure.

The staff affected need to be dealt with sensitively and need to be kept informed at all stages of the process.

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

Annette Blackburne.

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.

No changes have been made because the restructure itself is not a policy.

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

Review once Senior Security & Risk Manager is appointed.

Equality Impact assessment completed by:

Name	Annette Blackburne
Post title	General Manager Site Operations
Faculty / service	Facilities
Date	27 / 09 / 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	18/10/10

ACTION PLAN – Name of Policy Service/Faculty.....

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Details of any disability or child care commitments needs to be sought from the 4 staff directly affected by the restructure.	Annette Blackburne	Meetings	w/c 18 th September 2010	All information gathered and taken in to consideration under Managing Change.	Plan of what to ask and when.
Consultation						
Monitoring and review arrangements						
Publication						
Other actions	<p>Include E&D questioning as part of the interview process for the Senior Security & Risk Manager.</p> <p>Once in post Senior Security & Risk Manager to attend 'Equality & Diversity – UWE Managers'.</p>	<p>Annette Blackburne</p> <p>Annette Blackburne</p>	<p>None</p> <p>None</p>	<p>w/c 27th September 2010</p> <p>Early 2011</p>	<p>Successful candidate demonstrates knowledge of and commitment to E&D.</p> <p>Training attended and plan for cascade to others in place.</p>	<p>Interview questions and selection criteria includes this.</p> <p>Others Operations & Security Managers have attended E&D training.</p>

Please return form to the Equality and Diversity Manager