Equality Impact Assessment 20 May 2011

Equality Relevance   High ☐   Medium ☐ X Low ☐

1. Name of the policy or practice?

Faculty of Health and Life Sciences (HLS) Technical Review and resulting restructure

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. HLS has undertaken this review to ensure that its technical operations and structure will best meet the needs of the new academic structures, providing flexible, efficient and affordable support for teaching, research and knowledge exchange activities for the faculty and in order to strengthen the strategic technical service development. There is also the need to review how health and safety is conducted in the faculty to bring this in line with the new approach to Health and Safety at UWE and the requirements of the business. In addition the faculty needs to make ongoing savings, so any changes to structure would need to be either cost neutral or less.

3. Who is responsible for developing the policy?

Steve Neill, Deputy Dean and Helen Langton, Executive Dean

4. Who is responsible for implementing the policy?

Deputy Dean, supported by the Declan Ainger, Head of Technical Services

5. Who is the policy intended to benefit?

To benefit all HLS 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 strategically aligned and able to support the needs of the new departments and the students in HLS.
2. Improved technical support for academic staff and students.
3. 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?

A series of perfomance measures will be developed to show (for example): The technical support service to both academic staff and students will be improved; staff development needs identified; skills training taking place; flexible deployment of teams enhanced; costs 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	Women are more likely to have caring responsibilities and therefore role changes/redundancy with associated possible changes in working patterns in new roles can be more difficult to accommodate Transgendered staff could face negative impact due to moving to a new team, having a new line manager, new working environment etc		
Black and minority ethnic groups	Yes unemployment amongst this community is higher than overall level. There is also under representation in the technical workforce in the faculty.		
Disabled people	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 Need to ensure that disability contact structures are maintained through the restructure		
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			Need to generate information via staff networks
Lesbian, gay and bisexual people			A 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, such as any disability or health issues to consider and/or any childcare commitments, including grandchildren.

	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
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 a small % of staff in the technical team in HLS state that they are disabled.		
Younger or older people	Youger staff may have less service; thus any 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 costly		
People of different religion and beliefs			Unknown – insufficient data
Lesbian, gay, bisexual people			Unknown – insufficient data

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 has been held with TUs and staff as part of a workshop. Formal consultation will need to take place with all TUs and with technical groups impacted by chang**e.**

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

UNISON and initially informal feedback at the UCU Business Meeting and TU restructure consultation meetings

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

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

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 upto date EIA is in place in relation to the technical review and restructure (currently a working document) and also:

Ensuring Job descriptions, grading and job evaluation for any changed posts – with TUs for consultation
Joint working code of conduct – completed Feb 2010 review November 2010
Applying Managing change procedures and redeployment procedures – EIA reviewed May 2010
Recruitment and selection processes Drafted June 2010 publication September 2010
Working with voluntary severance and early retirement schemes. Reviewed Sept 2010 and with E and D unit for commentary
Training and development – laste amended Sept 2010 further consultation planned for 1st learning and development forum November 2010

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?

Steve Neill and Declan Ainger

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.

Included Training for Heads of Department and technical staff in clarity of the accountabilities of the technical role to eliminate grey areas.
We will ensure that , as far as possible , alteratives such as VS/EVSS, flexible working etc are as accessible as possible to all groups of staff
Where there may be less roles, extra care in development of selection processes to ensure fair process
Targeted approach to access to EVSS to specifically offer in areas of change impact
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	Steve Neill
Post title	Deputy Dean
Faculty / service	Faculty of HLS
Date	20 May 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 Academic Restructure   Service/Faculty: HLS

Issues	Actions Required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information and Data	Review Equality challenge Unit guidance on change					
Information/Data required	Analysis current E and D breakdown of current technical staff population. Analysis the E and D breakdown of fractional staff in the impacted group					
Information and Data Required	Contact ECU re possible data sources on change impact where impact is uncertain or unknown					
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 HLS					
Consultation	Consult TUs on EIA Network group EIA consultation Consult Impacted staff consultation All staff consultation as a result of publication	HR E & D Exec Dean/AD supported by HR				
Recruitment and selection	Ensure gender balance on any selection process/panel			Through out restruct		

				ure		
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					
Publication	Check EIA is up to date and publication of EIA for wider consultation comment	E and D unit			Document is published	
Other actions	Briefing fro Academic staff and managers to reiterate the role of the technical staff					
	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 J roles	HR Ops Team				
	Setting objectives and PDRs fro all technical staff in new structure.					
	Set Review date e6 months after implementation					