

Full Equality Impact Assessment Form

Equality Relevance High Medium Low

1. Name of the policy or practice?

Adverse Conditions Policy.

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

To give guidance to staff and managers on working arrangements during adverse weather or other events which may make travel to work difficult or may necessitate campus closures.

3. Who is responsible for developing the policy?

HR with involvement from Trade Unions and members of the emergency planning group.

4. Who is responsible for implementing the policy?

HR, managers.

5. Who is the policy intended to benefit?

Staff – especially those critical to running of essential services; managers; students; other visitors; HR.

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

Clear guidance on:
 what is expected of staff and managers in the event of severe weather or other incident;
 how decisions re. campus closures are made and communicated and by who;
 discussion of essential staff and what is expected of them;
 impact on pay depending on circumstances.

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

No complaints or queries following bouts of severe weather or other incidents.

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	<p>Possibly more women likely to be unable to attend work due to impact of school closures in the event of bad weather and wanting to apply for carers leave – less about our policy more about impact of the event (i.e. weather).</p> <p>Pregnant women may find travelling to work</p>		

	<p>more difficult and be more at risk of personal injury in hazardous conditions.</p> <p>More men likely to fall into roles defined as critical services (e.g. security) . However, the differential does not constitute an adverse impact. Because women are more likely to be carers, there is less threat to the delivery of critical services.</p>		
Black and minority ethnic groups		No evidence to suggest a difference in experience.	
Disabled people	<p>Could be more likely to use public transport and could become stranded in the event of this being cancelled.</p> <p>Could be more at risk of personal injury in hazardous conditions.</p>		
Younger or older people		No evidence to suggest a difference in experience.	
People of different religion and beliefs		No evidence to suggest a difference in experience.	
Lesbian, gay and bisexual people		No evidence to suggest a difference in experience.	

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	<p>Pregnant women / carers - be explicit in communication that will be prioritised in consideration of requests to work from home or</p>		

	taking leave.		
Black and minority ethnic groups		No evidence to suggest an adverse impact.	
Disabled people	<p>Be explicit in communication that will be prioritised in consideration of requests to work from home or taking leave.</p> <p>As a reasonable adjustment do not withhold pay when unable to travel to work (even though site remains open) as a result of disability.</p> <p>As a reasonable adjustment allow flexibility in working hours and do not withhold pay or deduct annual leave entitlement when travel to work is problematic and they could face more risks.</p>		
Younger or older people		No evidence to suggest an adverse impact.	
People of different religion and beliefs		No evidence to suggest an adverse impact.	
Lesbian, gay, bisexual people		No evidence to suggest an adverse impact.	

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?

No, because we will draw from consultations carried out by other organisations on severe weather, and identify EIAs carried out by other universities.

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

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.

Opportunity to work from home for key groups (disabled people, people with caring responsibilities, pregnant women). Be explicit in communication of this through this policy, as well as formulation of a specific Home Working Policy.

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

Head of HR Operations

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.

On the basis of question 9.

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

Following the next incident / occurrence of severe weather.

Equality Impact assessment completed by:

Name	Elisabeth Dunn / Sarah Middleditch
Post title	HR Manager / HR Adviser
Faculty / service	Human Resources
Date	31 March 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	4/2/11

ACTION PLAN – Name of Policy Adverse Conditions Policy. **Service/Faculty** HR

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation						
Monitoring and review arrangements	Review policy in 12 months to test the impact on all protected groups where there is the potential for an adverse impact	HR			Review carried out Feb 2012	
Publication	Publish on UWE Website	E&D Unit			EIA published	
Other actions						

Please return form to the Equality and Diversity Manager