

Full Equality Impact Assessment Form

Equality Relevance High ☒ Medium ☐ Low ☐

1. Name of the policy or practice?

UWE Policy on Job Sharing

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

To promote and increase the use of job sharing at all job levels in UWE.

3. Who is responsible for developing the policy?

Recruitment Manager/Adviser

4. Who is responsible for implementing the policy?

Recruitment Manager/Adviser

5. Who is the policy intended to benefit?

Any current or potential UWE employees wishing to job share.

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

Same as aims above.

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

By increased number of UWE employees job sharing.

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	The potential for women to have a greater need for flexible working arrangements such as job share opportunities		There is a lack of data and information on the needs of transgender staff in relation to this policy.
Black and minority ethnic groups	Job sharing may offer certain groups of BME communities greater opportunities to gain employment at UWE or progress through the organisation. Eg BME women		
Disabled people	This group are under represented in the organisation – job sharing offers additional opportunities for entry to and progression within the university.		

Younger or older people	job sharing offers additional opportunities to older people with caring responsibilities for entry to and progression within the university.		
People of different religion and beliefs		X	
Lesbian, gay and bisexual people	LGBT people are under represented at UWE. Job sharing offers a flexibility that may be of interest to those with caring responsibilities.		

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.

No to all the categories below – this policy stems from the EIA on UWE Recruitment, and is in fact positive action to increase employment opportunities.

	Yes	No	Not known - Do you need to generate sources of information?
Women, men, transgendered people		X	
Black and minority ethnic groups		X	
Disabled people		X	
Younger or older people		X	
People of different religion and beliefs		X	
Lesbian, gay, bisexual people		X	

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. Designed to promote equality for people who cannot, or do not wish to, work full-time, for example women or people with caring responsibilities. Could be particularly helpful for women wishing to take on senior posts, which has been identified as an area for improvement in UWE (see equal pay audit November 2010).

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

Consultation with trades unions and staff from different protected characteristics

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

Electronic & face to face meeting.

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.

N/A

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

Recruitment Manager/Adviser

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.

This is a new policy.

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

Annually

Equality Impact assessment completed by:

Name	Joanna Dunford
Post title	Recruitment Adviser
Faculty / service	HR
Date	9/12/2010

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	16 December 2010

ACTION PLAN – Name of Policy: Job sharing Service: HR

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Development & implementation of a similar policy in another post 92 university	Recruitment		Information gathered and considered		
Consultation	Trade Unions & staff networks/(possibly focus groups)	Recruitment			Consultation carried out and opinions gathered	
Monitoring and review arrangements	December 2011 to monitor take up and mgt of the new policy Analysis Review of take up from different protected characteristics.	Recruitment E&D unit			Monitoring indicators in place and reviews completed	
Publication	EIA published	E&D Unit			EIA uploaded	
Other actions						

Please return form to the Equality and Diversity Manager