

Appendix 4

Equality Impact Assessment

1. Name of the policy or practice (see page14)

Equality and diversity monitoring policy

2. What is the aim, objective or purpose of the policy / practice? (see page 14)

To have a consistent method for monitoring the equality and diversity profiles of student and staff in order to monitor access to opportunities and services.

3. Who is responsible for developing the policy ? (see pages 14-15)

Angeline Carrozza – equality and diversity manager

4. Who is responsible for implementing the policy? (see page 15)

Lesley Donnithorne – HR, staff data collection and publication.
 Chris Griffiths - AR, student data collection and publication.
 Di, Francombe, Admissions and International recruitment.
 John Elliot – Data protection.
 Di Lewton – Staff recruitment practice.
 Simon Howe – temporary staff recruitment.

5. Who is affected by the policy? (see page 15)

All students and staff and all potential students and staff.

6. Does this policy relate to any other policies? (see page 15)

Data protection policy. Admissions policy. Recruitment policy and procedures.

7. Is there any information/evidence to suggest that the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this policy? Include findings from consultations carried out. (see pages 15-16)

	Yes Please comment	No	Not known
Women, men, transgendered people	Advocates of the transgender/transsexual community advise us that individuals are reluctant to disclose information relating to their gender identity to their employer. Special legal protections exist for individuals who have had their gender reassigned.		
Black and minority ethnic groups	Low levels of BME staff may indicate that BME staff may not want to disclose information relating to their ethnicity especially staff hired by the temporary staff unit (data here records a high proportion of staff as “not known”). In some areas numbers of BME staff will be so low that we may not be able to publish data at the faculty/service level.		
Disabled people	Low numbers of staff declaring a disability in comparison to national, local and sector indicate that there is a low level of disclosure of disability.		

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	<p>Advocates of the disabled community advise a poor understanding of the social model of disability and the DDA definition may be partly responsible. Also a lack of incentives for people declaring their disability may account for low disclosure.</p> <p>Anecdotal evidence suggests that students are not always confident to disclose a disability at application stage.</p> <p>Trade Union consultation has revealed that staff are not confident that personal and sensitive data will be handled confidentially.</p>		
Younger or older people	There is a perceived differential impact on older and younger people in regards to the handling of personal and sensitive data. This is because student records (students are perceived to be younger) are accessible to over a 1000 ISIS users whereas staff records (staff are perceived to be older) are accessible to less than 20 SAP users.		
People of different faiths and beliefs	Given the recent government counter-terrorist measures and in particular guidance to HEI's on preventing violent extremism in Universities students may be reluctant to share their religious identities.		
Lesbian, gay and bisexual people	Most concern has been raised about the addition of questions on lesbian, gay and bisexual people to the equality monitoring form, especially the confidential handling of this data. However staff members of the lgbt community have supported these categories as an important step forward.		

8. Is the policy designed to promote equality for particular groups or good relations between groups? If so, which? (see page 16)

The policy is designed to promote equality for all of the protected groups. In having a monitoring policy which identifies all the protected groups the University intends to demonstrate that it values the diversity of all its students and staff and is committed to working towards monitoring access to all its opportunities and services to ensure that they are offered and provided equitably. To support this staff audit will include a covering letter from the VC highlighting these commitments. A communication strategy will ensure maximum exposure for this important issue at the time of the staff audit in October 08.

9. Is there any evidence or information to suggest a potentially adverse impact on the following equality groups as a result of this policy? (see pages 16-17)

	Yes Please comment	No	Not known
Women, men, transgendered people		√	

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Black and minority ethnic groups		√	
Disabled people	Some disabled groups can be sensitive to the way in which they are categorised on equality and diversity monitoring forms. General consultation carried out between 01/03/08 and 01/04/08 has revealed that people want the right not to answer these questions as they are presented. In response each non-mandatory question on the monitoring form includes an option "prefer not to say". We have also developed specific guidance on disability.		
Younger or older people	Given the differences in the handling of information for students and staff implementation of this policy for students will be delayed until Sept 2009 to allow for further student consultation on the categories and improvements to the confidential handling of personal and sensitive data.		
People of different faiths and beliefs		√	
Lesbian, gay, bisexual people	The Student Union has expressed concerns about the collection of data relating to sexual orientation and whether this information will be kept confidentially as a result implementation of this policy for students will be delayed until Sept 2009 so that these issues can be looked at more closely.		

10. What additional information do you need? How will you get it? (see page17)

Information	Method for collecting information
More information about	
None	

11. Are there any other departments/units/organisations that might want to join you in commissioning new research?(see page 18)

No

12. Immediate amendment or revision of policy

a) Is there an opportunity to take steps to prevent discrimination, address different needs or promote equality of opportunity more effectively by immediately altering

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the policy/practice, or by working with others? If yes, please comment and complete action plan. (see page 18)

No

13. Consultation

a) Do you need to carry out a formal/informal consultation internally or externally at this stage? (see pages 18-19)

Give details

No – we undertook a general consultation in March 08 with students and staff and taken advice from Census, Stonewall, The Equality Challenge Unit (who gave us detailed guidance), the Employers Forum on Disability, the Trade Unions, UCU, Unison and Unite (at UWE within JEAG), the Students Union, the LGBT staff network.
We will be conducting a student consultation in the Autumn prior to implementation of the policy for students.

b) Are there other departments/units/organisations that might want to join you in commissioning new consultation?

Give details

No

14. Please outline how you will revise the policy (if necessary) in the light of the consultation. If no change is to take place please give reasons. (see page 20)

It is possible that we will need to change the policy on the basis of the student consultation in the Autumn.

15. How will you monitor the policy to ensure that it delivers the required outcomes on equality and diversity? (see pages 20-21)

We will monitor the policy after the staff audit in April 09.

16. Please indicate when you think this policy/practice should be reviewed next: (see pages 20-21)

The policy we will be reviewed in April 09.

Equality Impact assessment completed by:

Name	Angeline Carrozza
Post title	Equality and Diversity Manager
Faculty / service	HR
Date	12 August 09

Confirmed by:

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Name	Ian Apperley
Post title	Director of Human Resources
Faculty / service	HR
Date	12 August 09

Please return this form to the Equality and Diversity Manager.

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ACTION PLAN – Name of Policy ...Equality and Diversity Monitoring Policy Service/Faculty...Human Resources

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation	Consultation exercise to take place with students on the sensitivity of capturing information on sexual orientation and issues of confidentiality.	Angeline Carrozza		Nov 08	Consultation to take place and students union to be satisfied with the outcomes.	
Monitoring and review arrangements	Review of uptake and feedback from new monitoring form.	Lesley Donnithorne		April 09	Review to be presented to EMG in April 09.	
Publication						
Other actions	Review of the Data	Chris		April 09	New	

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	Protection arrangements for Students	Griffiths/John Elliot			arrangements to be in place for September 09	
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Please return form to the Equality and Diversity Manager