

Equality analysis form - full

Equality relevance High Medium

1. Name of the activity (strategy, policy or practice)

Probation policy
Probation – guidance notes

2. What is the aim of the activity (objective or purpose)?

The purpose of the probation policy and guidance notes is to provide guidance and support to new employees on the standards expected of them, to confirm the appointment of individuals in post who meet the standards, and to identify those individuals who have not met the required standards in order that their contract can be reviewed under this policy.

The policy should benefit both employees and the employer as it ensures that key learning and development needs are recognised and addressed early on ensuring that the new employee is capable of performing in their role.

3. What does the activity comprise, and how will it be achieved and/or delivered?

Managers are required to implement the probation process, setting objectives, holding meetings with staff on probation, providing support and training, providing written feedback, and making a recommendation at the end of the probation period. Human Resources require managers to submit relevant documentation at the end of the probation period and will write to individual staff with the outcome.

The outcomes are that having a formal process for managing probationary periods with regular review meetings with the employee will ensure that any areas of potential difficulty are recognised and dealt with before major problems develop.

4. If amending a current activity, what changes are proposed?

The University currently has probation policies and procedures for academic and support staff. We are now introducing a consistent probation policy and guidance for all staff on open term and fixed term contracts across UWE. Currently there are different policies. We are also clarifying the principles and processes associated with probation.

5. Who is responsible for developing and delivering the activity?

Pam Fitzsimmons, Human Resources, is leading development and implementation of this policy. Human Resources, Operations, will liaise with managers to implement the process on an ongoing basis. Line managers will implement the process locally.

6. What measures will be used to assess whether the activity is successful?

- a) Number of staff successfully completing probation.
- b) Number of staff failing to complete probation.
- c) Consideration of equality group associated with the above figures.
- c) Feedback from managers and staff who are implementing the new procedures.

7. Does the activity have a potentially adverse impact on an equality group in terms of service delivery for students and/or for staff? Give evidence to support yes or no answers. If the answer is not known, indicate how you will collate evidence.

	Yes	No	Not known
Women, men, trans people		✓	
Black and minority ethnic groups		✓	
Disabled people		✓	
Younger or older people		✓	
People of different religion and beliefs		✓	
Lesbian, gay, bisexual people		✓	

8. Does the activity have a potentially adverse impact on an equality group in terms of employment issues for staff? Give evidence to support yes or no answers. If the answer is not known, indicate how you will collate evidence.

	Yes	No	Not known
Women, men, trans people	Women are often primary carers for children and may have established child care arrangements that could be difficult to change if extra hours are required in a new role or there is a lack of flexibility to the working day.		
Black and minority ethnic groups	Staff from different cultures, especially internationally recruited staff may need extra time to adjust to UWE's working ethos and also to adjust to their new home/city etc. Supporting staff to set up home who have relocated can mean they are able to focus on work sooner.		

<p>Disabled people</p>	<p>A potential barrier could be that an employee with a disability as defined under the Disability Discrimination Act may require extra support in order to attain the standards required during the probation period, especially if this is for 6 months. In such circumstances, consideration should be given to whether reasonable adjustments may be needed in either the workplace or the duties of the role to assist them to reach the required standards or to extending the probationary period to allow sufficient time for the employee to meet the standards.</p> <p>New staff should be encouraged to make contact with Access to Work within the first 6 weeks of their employment so that appropriate support can be arranged. Managers should be sensitive that equipment or support may take some time to arrange, and it may take some time for the new employee to realise exactly what support they will require in their new post.</p>		
<p>Younger or older people</p>	<p>If the job is someone's first position of paid employment they may require extra support to understand how things work. Providing a buddy can often help them to find their feet more quickly.</p>		
<p>People of different religion and beliefs</p>	<p>Starting a new job in a new location may cause issues for people who may have religious/faith commitments. Plus some commitments may need to be conducted during the working day and managers will need to offer a level of flexibility and support where possible e.g. Friday prayers. Access to culturally diverse dietary outlets</p>		

	may be limited.		
Lesbian, gay, bisexual people	Starting a job with new people may affect LGBT staff who are 'out' and not 'out' at work. It could add a further level of stress in having to join a new team, depending on what the team is like.		

9. Does the activity have the potential to promote equality for particular groups or good relations between groups? If so, how?

There are relatively few staff who have failed to complete probation. Amongst those people who have failed to complete probation, there is no evidence to suggest that there is an impact on any equality group.

Records are maintained of the decisions made at the Academic Probation Committee and hence a summary of decisions made can be accessed.

However where there are probation issues for support staff these are dealt with by HR Operations and a summary record of case numbers is not maintained. However it would be useful to do this for future reference and hence this will be explored.

Further information about the record keeping in Facilities is being obtained from them.

10. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

There will be formal negotiation with the Trades Unions on the policy statement and consultation on the guidelines and forms. This policy statement and the guidance document have been developed in consultation with a working group of managers from HR and other faculties/services.

The policy and guidance has also been considered by the Academic Probation Committee.

To the EIA will be shared with the equality network groups for their feedback.

11. What action can be taken to mitigate any potential negative impacts, address different needs, or promote equality of opportunity more effectively? Please comment and then complete an action plan (see appendix).

A section will be added in the first day induction checklist on Equality and Diversity issues to remind the manager to discuss the employee's possible needs/concerns/questions etc when they start their job and also to raise awareness of the staff network groups. Staff will also be reminded about Access to work and encouraged to make contact where

appropriate.

Reference will be made to equality and diversity in the probation guidelines.

A mentoring/buddy system will be set up as part of the new probation guidelines in order to offer further informal support to all staff when they start their new job.

Equality analysis completed by:

Name	Pam Fitzsimmons
Post title	HR Manager
Faculty / service	Human Resources
Date	July 2011

Please return this form to the Equality and Diversity Unit for feedback and publication.

Confirmed by the Equality and Diversity Unit:

Name	
Date	

Equality analysis - action plan

Name of activity: Probation policy and procedures

Plan completed by: Pam Fitzsimmons

Service / faculty: Human Resources

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Review data collection with Ops team, HR and Facilities	Pam Fitzsimmons, Rachel Mylrea, Facilities managers	None	December 2011		
Consultation	Consider consultation with equality groups	Pam Fitzsimmons	None	December 2011		
	Consultation with Trades Unions at JUF/JERC	Pam Fitzsimmons	None	July 2011 onwards		
Monitoring and review arrangements	Set up review of policy in 3 years	Pam Fitzsimmons	None	July 2014		
Publication	Publish EIA on HR website	Pam Fitzsimmons	None	December 2011		

Other actions	Revise the probation procedure to contain a section on equality and diversity issues.	Pam Fitzsimmons	None	December 2011		
	Revise the induction first day tick list for managers.	Rachel Mylrea with E&D unit	None	December 2011		

Please return form to the Equality and Diversity Unit