

Equality impact assessment

Equality relevance High Medium Low

1. Name of the policy or practice?

Section 188 notice – 1 November 2010 to 31 January 2011

Notes

Where the University is proposing to make more than 20 redundancies within a 90 day period then we must send a “S188 notice” to the Secretary of State.

The s188 notice contains:

- the reasons for the proposals;
- the numbers and descriptions of employees whom it is proposed to dismiss as redundant;
- the total number employed of that description at the establishment concerned;
- the proposed method of selecting;
- the proposed method of carrying out the dismissals, including the period over which the dismissals are to take effect.

A copy of the s188 notice is also sent to the trade unions, and arrangements must be put in place for consultation with individuals and the relevant staff trade unions.

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

The purpose of the section 188 notice is to confirm posts at risk of redundancy for the purposes of consultation with trade unions, and in order to attempt to try to identify means for mitigating redundancies

3. Who is responsible for developing the policy?

HR Director

4. Who is responsible for implementing the policy?

Head of HR Operations

5. Who is the policy intended to benefit?

Completing a s188 notice ensures compliance with legal requirements, and also helps to achieve the aims set out in section 2, above.

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

Completing a s188 notice ensures compliance with legal requirements, and also helps to achieve the aims set out in section 2, above.

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

Consultation arrangements have been followed; mitigating measures which have been identified to avoid redundancies have been reviewed and, where possible, implemented.

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. | | |
| Black and minority ethnic groups | Unemployment amongst this community is higher than overall level. There is also general under representation in the workforce across the University. | | |
| Disabled people | This group are more likely to require reasonable adjustments to be | | |

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| | made in relation to current roles; these will need to be revisited if they are to continue in new roles. | | |
| Younger or older people | If people are to stay in new roles then there will be different needs in relation to training and development. | | |
| People of different religion and beliefs | | | Not known due to insufficient data. |
| Lesbian, gay and bisexual people | | | Not known due to insufficient data. |

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>31 out of the 53 people at risk are female (58%).</p> <p>Some faculties and services have significant over representation of female staff, and others have significant under representation.</p> <p>Women are more likely to be part time workers than men. Any impact on part time workers is</p> | | |

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| | therefore more likely to have an impact on women than men. | | |
| Black and minority ethnic groups | <p>5 out of the 53 people at risk are BME staff (9%).</p> <p>BME staff have a higher level of representation amongst part time workers than non BME staff. Any impact on part time workers is therefore more likely to have an impact on BME staff.</p> | | |
| Disabled people | <p>2 out of the 53 people at risk are disabled (4%).</p> <p>Current roles may have been adjusted to take account of disability and change could be perceived as potentially detrimental.</p> | | |
| Younger or older people | <p>2 out of the 53 people at risk are under 20 (4%), and 7 are over 60 (13%).</p> <p>Younger staff may have less service; therefore alternative options such as EVSS are less attractive.</p> <p>Older staff may believe that that they will not be considered for alternative roles as they are perceived as</p> | | |

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| | being closer to retirement. | | |
| People of different religion and beliefs | | | Not known due to insufficient data |
| Lesbian, gay, bisexual people | | | Not known due to 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?

Possibly. All staff placed at risk of redundancy will be eligible for redeployment, and will be considered for ringfences and selection pools for suitable alternative roles. There is therefore an opportunity to ensure that E and D profile of the organisation is at least maintained, and possibly improved.

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

Yes. Consultation will need to take place with individuals, and with trade unions; longer term career pathways will need to continue to be discussed with staff network groups.

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

Consultation arrangements will be dealt with as part of separate business meetings with the three trade unions.

Managers will meet with individuals.

HR staff will consult staff network groups on longer term issues to do with career pathways.

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.

Ensure that changes to structures and consequent impact on individual are managed using the University's managing change and redeployment procedures.

Ensure regular consultation with the trade unions using the framework set out in the University's code of practice for joint working.

Continue to carry out regular monitoring of the E and D profiles of the University's staffing.

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.

Will consider staff diversity in the design and operation of any selection processes.
Will ensure that, as far as possible, alternative options such as EVSS, are as accessible as possible to all staff groups.
Will develop access to career advice services to recognise the difficulties of redeployment for some groups particularly in the current job market.
Will use internal only recruitment to provide increased opportunities for at risk staff to be redeployed.

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

Review on a quarterly basis.

Equality Impact assessment completed by:

| | |
|-------------------|--------------|
| Name | Ian Apperley |
| Post title | HR Director |
| Faculty / service | HR |
| Date | October 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:

| | |
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| Name | |
| Date | |

EIA ACTION PLAN

Name of policy: S188 notice – November 2010 to 31 January 2011

Service / faculty: HR

| Issues | Actions required | Responsible person | Resources required | Target date | Success indicators | What progress has been made? |
|-----------------------------|--|----------------------------------|---------------------------|--------------------|---------------------------|--|
| Information / data required | Provide analysis of current E and D breakdown of people at risk | Debbie England | | Oct 2010 | Data provided | Initial analysis has been completed (attached) |
| | Identify any staff in protected groups who will need priority consideration for roles – maternity leave / disabled staff | Line managers | | Oct / Nov | Staff identified | Complete |
| Consultation | Consult TUs on EIA | Debbie England | | Oct / Nov | Consultation carried out | Underway |
| | Consult Impacted staff consultation | Line managers | | Nov | Consultation carried out | |
| | Network group EIA consultation | Learning and Development manager | | 2011 | Consultation carried out | |
| Recruitment and selection | Ensure gender balance on subsequent redeloyment / ring fence panels | Panel chairs | | Ongoing | | |

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|------------------------------------|--|-----------------------|--|-----------|----------------------------------|-------------------------------|
| Monitoring and review arrangements | Retain detailed appointments / non appointments and EVSS analysis | Head of HR Operations | | Quarterly | Data provided | |
| Publication | Circulate EIA for wider information | E and D unit | | Sept | EIA published on sharepoint site | |
| Other actions | Ensure s188 arrangements meet requirements of managing change, redeloyment and code of practice on joint working procedures. | Head of HR Operations | | Ongoing | Arrangements meet requirements | Procedures are being observed |