

Full Equality Impact Assessment Form

Equality Relevance High ☒ Medium ☐ Low ☐

1. Name of the EVENT

UWE Awards Ceremonies

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

To provide a fitting occasion to celebrate the achievements of graduating students.
To enable family and friends to share in the achievements of students.
To enhance the reputation of UWE through the levels of achievements of the students and the efficient organisation of an inspiring and friendly ceremonial event.

3. Who is responsible for developing the EVENT?

Sue Fox, Head of Corporate Relations and Events in Marketing and Communications. The Corporate Relations and Events team.

4. Who is responsible for implementing the EVENT?

Sue Fox, Head of Corporate Relations and Events in Marketing and Communications. The Corporate Relations and Events team.

5. Who is the EVENT intended to benefit?

Graduating students, family/friends/loved ones, honorary graduates, UWE (through enhancement of our reputation).

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

A memorable occasion to mark students' achievements and create a positive lasting impression of UWE. The beginning of lifetime Alumni and Honorary Graduate relationships with UWE.

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

Monitor the percentage of eligible students who elect to attend the ceremony.
Feedback from graduands, their guests and honorary graduates on the day.
Feedback from UWE staff on the day.
Post-event feedback by completion of on-line survey following the event. Survey goes to all students who were eligible to attend, and asks for reasons if they choose not to.
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8. Do the following equality groups have different needs, experiences, issues and priorities in relation to the intended outcomes of this EVENT? Please give information/ evidence to support your answer.

	Yes	No	Not known - generate sources of info?
Women, men, transgendered people		Award Ceremonies are open and accessible to all eligible students and their guests.	
Black and minority ethnic groups		Award Ceremonies are open and accessible to all eligible students and their guests.	
Disabled people	<p>Yes. They may need wheelchair access, hearing loops, large print programmes, BSL interpreters – all of which are available.</p> <p>Graduands specify access needs when registering online for the the ceremonies. Guests specify access needs when purchasing guest tickets – any requirements where mitigation is not already in place will be dealt with on an ad hoc basis.</p>		
Younger or older people	<p>Yes. Older people may have mobility /hearing/visual requirements (as disabled above). Young children may need space for pushchairs, which is dealt with in the same way as space for wheelchairs.</p>		
People of different religion and beliefs	<p>Yes. The venue is a Christian religious building which may be at odds with the religion of the graduand and/or guests.</p> <p>Conferment of awards involves physical contact</p>		

	<p>between the conferor and the conferee. This is not a compulsory part of the ceremony</p> <p>Religious headwear may conflict with robe and mortarboard. Wearing academic robes is not compulsory.</p>		
Lesbian, gay and bisexual people		Award Ceremonies are open and accessible to all eligible students and their guests.	

9. Is there potentially adverse impact on the following equality groups as a result of this EVENT? Please give information/ evidence to support your answer.

	Yes	No	Not known - generate sources of info?
Women, men, transgendered people	Guest tickets initially limited to 2 per graduand, which may cause problems for divorced parents and step-families, as well as large families.		
Black and minority ethnic groups	<p>International students (who may or may not be black or of ethnic minority groups) may need to arrange travel to the UK for themselves and/or their guests. UWE may need to support visa applications for visiting guests from overseas.</p> <p>International guests visiting from overseas may encounter language barriers.</p>		
Disabled people	There is no parking for any student or guest (disabled or not) at the venue. Disabled people can be driven to the venue North door entrance		

	<p>and the car parked elsewhere.</p> <p>Alternatively there is on-street and council car parking close to the venue, both of which have disabled spaces and which are detailed on the UWE website.</p> <p>Ramps enable graduands to access the robing room and the stage where they sit prior to the conferment of their awards.</p> <p>A hearing loop is supplied in venue. Graduation office can print programmes in a larger font , or supply BSL interpreters on request.</p> <p>Free seats are offered to carers of disabled guests or students.</p>		
Younger or older people	Older people may have some of the same issues as disabled people.		
People of different religion and beliefs	<p>The christian venue may be disturbing to people from other religions. A private prayer room is offered by the venue for people of other religions.</p> <p>Alcohol is served in the marquee after the ceremonies. Non-alcoholic beverages are available, as is vegetarian food. Specific dietary requirements for students and/or guests can be specified at registration.</p>		
Lesbian, gay, bisexual people		Award Ceremonies are open and accessible to all eligible students and their guests.	

10. Is the EVENT designed or does it have the potential to promote equality for particular groups or good relations between groups? If so, how?

This event is intended to give equal access to all students and guests in order for them to share in the celebration of students' achievements.

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

Yes, informally with disability services and with graduates and their guests via a post event survey.

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

Face to face or email with disability services, on-line survey for graduates and their guests.

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.

Mitigation is currently in place and is detailed in section 8.

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

Sue Fox, Head of Corporate Relations and Events, Marketing and Communications.

15. Please outline how you have revised the EVENT (if necessary) in the light of the Equality Impact Assessment . If no change is to take place please give reasons.

The event is continuously improved in light of the student/guest experience which is collected by completion of an on-line survey following the event. This EIA suggests that procedures are in place to ensure equality of access to the event and improvements will be made as survey results may suggest.

16. Please indicate when you think this EVENT should be reviewed next:

Following feedback from both July and November 2011 ceremonies (the first year UWE has held the ceremonies on two separate occasions). Review in February 2012 will allow improvements to be in place for July 2012 graduation ceremonies.

Equality Impact assessment completed by:

Name	Jan Warden
Post title	Corporate Relations and Events Team Member
Faculty / service	Marketing and Communications
Date	26/08/2011

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	18/10/11

Graduation Ceremonies Equality Action Plan

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Continue to carry out on-line survey for post-event completion, addressing equality issues, highlighting the responses from graduands with different protected characteristics	Events team	Staff time from events team and from alumni relations office	End Nov 2011	Future surveys show increased levels of satisfaction in the area of equality for all.	
Consultation	Develop an evidence base of the perceptions and experiences of the graduands and their guests, in order to identify ways to enhance the experience of this event for all.	Events team	Staff time from events team	February 2012	Production of a document measuring and comparing attendee satisfaction and detailing changes to be made to address any negative feedback.	
Monitoring and review arrangements	Review survey results on signage, disabled	Events team		February 2012	Future surveys show increased	

	access//facilities, clarity of online information.				satisfaction in these areas.	
Publication	Upload EIA for awards ceremonies to UWE website.	Events team		End Nov 2011		
Other actions	None					

Please return form to the Equality and Diversity Manager