

Equality Analysis

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](#) or contact the Equality and Diversity Unit: EqualityandDiversityUnit@uwe.ac.uk.

Activity Title	EDI Policy Refresh
Project Manager and Contact	Vicky Swinerd Vicky.Swinerd@uwe.ac.uk

1. Proposed activity (change, refresh, policy, process or practice) being analysed

This refresh is a result of changing EDI procedure and governance, and a result of feedback from staff and Trade Unions. We would like this policy to be a part of a culture change at UWE, where staff communications reflect, and staff receive training in active by-standing, inappropriate behaviour, reporting, and Dignity at Work. The policy is also overdue its review period. In addition, EDI Team members have spotted other elements of the policy which need reworking.

Key policy changes will reflect:

- New EDI structure and governance at UWE: changes to team or meeting names, and new structures for governing our response to our equality-related legal duties
- New reporting tool for hate incidents at UWE: [Report and Support](#)
- Better alignment to the legal context, and more explicit aspiration to go above legal compliance

Conversations are currently ongoing about:

- Changing wording around managers' responsibilities to more clearly reflect our Public Sector Equality Duty
- Including explicit responsibilities for students with respect to behaviour
- Zero tolerance to behaviours prohibited by the Equality Act, and how to articulate this is reflected in a wide range of student and staff facing UWE policies

The policy refresh will be accompanied by communications and a staff-facing intranet page. The intention is for the accompanying communications to encourage staff to live the values that sit behind the policy, and equip them to do this through signposting to a range of relevant materials, as part of a wider programme of inclusive culture change. In addition the policy itself will include a new 'Useful links' section to signpost some key services and networks.

2. What sources of information/data, or who have you identified to help explore potential equalities impacts?

In addition to this Equality Analysis the refresh has included / will include conversations with the Equality Diversity and Inclusivity Team (Senior Leadership, Inclusive Practice Team and Strategy and Operations Team), Trade Union equality reps, Human Resources, Student Policy, Joint Forum Against Sexual Violence and Harassment, Governance, and Purchasing.

3. Assessing the activity from different perspectives

Might your proposal impact people who identify with the protected groups below in the following contexts?

- Access to or participation in UWE Bristol Faculties or Professional Services?
- Student experience, attainment or withdrawal?
- Staff experience, representation, or progression?

Explain why you have made that assessment, and plan your response.

	Possible Negative or Positive Impact on Groups ⁱ Include relevant data if possible.	Action Planning: how will you mitigate negative and maximise positive outcomes? Please feed information from this action plan to your activity's own planning documents e.g. action plans, risk registers, benefits maps				
		Actions Required	Responsible Person	Target date	Success indicators	Progress to date
All (possible impacts affecting many groups)	<p>This policy refresh responds to staff and Trade Union voice which highlighted areas for change.</p> <p>The refresh is part of an inclusivity culture change piece at UWE which should improve the lived experience of students and staff in a wide range of contexts across the university, reinforcing expectations around appropriate behaviour, reasonable adjustments, being</p>					

	<p>an active bystander, and reporting. The policy also maintains an emphasis on eliminating discrimination in our processes and practices.</p> <p>The communications for staff around the refresh will be key in encouraging staff to live the values that sit behind the policy, and equipping them to do this through signposting to a range of relevant materials. In addition the policy itself will include a new 'Useful links' section to signpost some key services and networks.</p>					
<p>Age (older people, younger people)</p>	<p>Included in 'All' row above.</p>					
<p>Disability, including mental health and non-visible disabilities</p>	<p>The policy will be launched using new accessible branded document templates created by SCM. It will sit on the external website so that it is accessible to students and staff on and off campus.</p> <p>We will be hosting the supporting information for staff on the intranet, which ensures a basic level of accessibility for all staff on and off campus.</p> <p>Refreshed policy wording should be clearer on the duty</p>					

	to make Reasonable Adjustments.					
Women and men	Included in 'All' row above.					
Trans and non-binary people , including gender reassignment	Included in 'All' row above.					
Marriage and/or civil partnership	Included in 'All' row above.					
Pregnancy and/or maternity , including Adoption	Included in 'All' row above.					
Race , including ethnicity and citizenship	Included in 'All' row above.					
Religion and/or belief , including those without religion and/or belief	Included in 'All' row above.					
Sexual orientation	Included in 'All' row above.					
Other specific group (e.g. International or Access)	Included in 'All' row above.					

¹ A **positive outcome** or impact is where a person or people may experience an advantage or benefit as a result of the proposed change. This includes positive action to overcome a disadvantage, meet different needs or encourage participation. For example, increasing lighting in public spaces of campus, which increases personal safety, particularly for people from protected groups. A **negative outcome** or impact is where a person or people may experience a disadvantage compared with others, or compared with what was previously available, or planned. For example a new bus service is set up to help all students travel between campuses, but no drop kerbs or accessible buses are available. Bear in mind that some negative outcomes may be justified on the basis of a legal requirement or applicable exemption including use of positive action or where the outcome would conflict with other legislation, e.g. Health & Safety. If a negative outcome can not be mitigated due to a legal requirement, identify the legislation and considerations you have considered to reduce the negative impact and/or rationale for the decision.

4. Project Manager Next Steps		Delete or complete as appropriate	
Does this Equality Analysis require consultation of 3 or 6 weeks (chart to help you decide)			6 weeks
Is further monitoring or engagement required? (in addition to the formal Equality Analysis consultation, e.g. with the Students' Union, Disability Services, relevant staff groups)			No
What measure / statistic / data will you use to check if the activity has had a positive, negative or neutral outcome?	The refreshed policy is an enabler for a range of culture change work across the university, and supports work on a wide range of key performance indicators including staff representation and experience, and student attainment.		
When will you review this Equality Analysis?	February 2023		

5. Equality and Diversity Unit Review			
The Equality and Diversity Unit has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation			
Equality and Diversity Unit representative	Valerie Russell Emmott	Date	18 December 2019

6. Faculty/Service/ Departmental Sign off	
I am satisfied with the results from investigation, consultation and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.	
Faculty Dean / Head of Department / Head of Service	
Faculty / Department / Service	
Date	

7. So what?
Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the 'You Said, We Did' table before and after formal

consultation, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as required.

You said	We did
Staff feedback: The list of protected characteristics in the current policy doesn't accurately reflect those in the Equality Act.	We've edited the list to accurately reflect the legal context.
Trade Union feedback: managers responsibilities could be strengthened in line with our Dignity at Work policy and wording of the Public Sector Equality Duty.	We're drafting proposed text for manager responsibilities.
Trade Union feedback: staff must be encouraged to live the values behind the policy.	We're developing supporting materials for the staff intranet.
Trade Union feedback: can the policy reflect zero tolerance contextualised for better staff understanding and expectations of the outcome of a report of inappropriate behaviour?	This is a conversation for many different policy holders across the university, as the EDI Policy is student and staff facing. It's an interesting conversation and currently an ongoing conversation.

Please forward an electronic copy to the E&D Unit by emailing EqualityandDiversityUnit@uwe.ac.uk

The original signed hard copy and/or electronic copy should be kept with your team for actions, review, and progression of Freedom of Information requests.