

Rapid Impact Checklist

Document title: Development Discussions

Author & School/Service: Diane Norris, Human Resources

Reason for the Equality Impact Assessment:

Proposed new document	√
Proposed change to existing document	
Review of existing document	
Other (please state):	

Could any protected characteristics be affected by this proposal?¹

Yes	No
	√

If yes, which protected characteristic groups could be affected?

Age	Disability	
Gender reassignment	Pregnancy and maternity	
Race/ethnicity	Religion or belief (including lack of belief)	
Sex	Sexual orientation	

Will the proposal have any impact on:

	Yes	No
Discrimination?		
Equality of opportunity?	√	
Relations between groups?		

Will the proposal have an impact on the physical environment? For example, will there be impacts on:

Living conditions?	
Working conditions?	
Pollution or climate change?	
Accidental injuries or public safety?	

If the answer to any of the above is 'yes', please proceed to complete the Comprehensive Equality Impact Assessment.

¹ 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.



Comprehensive Equality Impact Assessment (CEIA)

Details of document

Document title	Development Review Policy
Document owner	Diane Norris
School/Service	Human Resources

Aim of the document

<p>What are the aims and objectives of the document?</p> <p>The purpose of this scheme is to provide a framework in which managers can:</p> <ul style="list-style-type: none"> • Provide clarity of remit and expectation of role and how it fits with the strategic and operational objectives of the University • Discuss and recognise achievements of individuals and consider/support areas of development to enable staff to maximise their performance and achieve potential • Improve staff engagement through increased recognition of the value of their contribution and the value of their role to the institution

<p>How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?</p> <p>N/A in relation to discrimination or inequality. It is important in promoting equality.</p>

<p>Who is affected by the document and how have they been involved in the development of it?</p> <p>This scheme applies to all employees other than those with no regular hours of work. This policy does not apply to casual workers on contracts of less than 12 weeks duration, contractors and agency workers.</p> <p>Members of both academic and support staff, including those with management responsibility, were involved in a Working Group to develop this new scheme. The group also included representation from UCU and Unite.</p>

<p>Are any persons affected by the document likely to benefit from it and in what way?</p> <p>It is hoped that the new scheme will have a positive impact on all staff within the institution, to focus on their development needs to improve their own skills and performance and the efficiency of the University as a whole.</p>

<p>Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)</p> <table border="1"> <tr> <td>Age</td> <td></td> <td>Race</td> <td></td> </tr> </table>	Age		Race	
Age		Race		

Disability		Religion or Belief	
Gender Reassignment		Sex	
Pregnancy & Maternity	✓	Sexual Orientation	
Marriage & Civil Partnership			
Further details: The policy makes allowance for staff who are on maternity leave, requiring meetings to be held on return so that the staff benefit equally.			

How does the document fit into the broader strategic aims of the University?
The new scheme is designed to improve staff engagement within the University and to enhance understanding of the values and aims of the University and their contribution.

Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?
As this is a new scheme, data does not currently exist to analyse the use and impact of the scheme. This will be available following the first review cycle in Summer 2018.

What do we know from existing data which is available externally?

Are there any apparent gaps in knowledge?
We expect to have a better understanding once the first review cycle has been implemented.

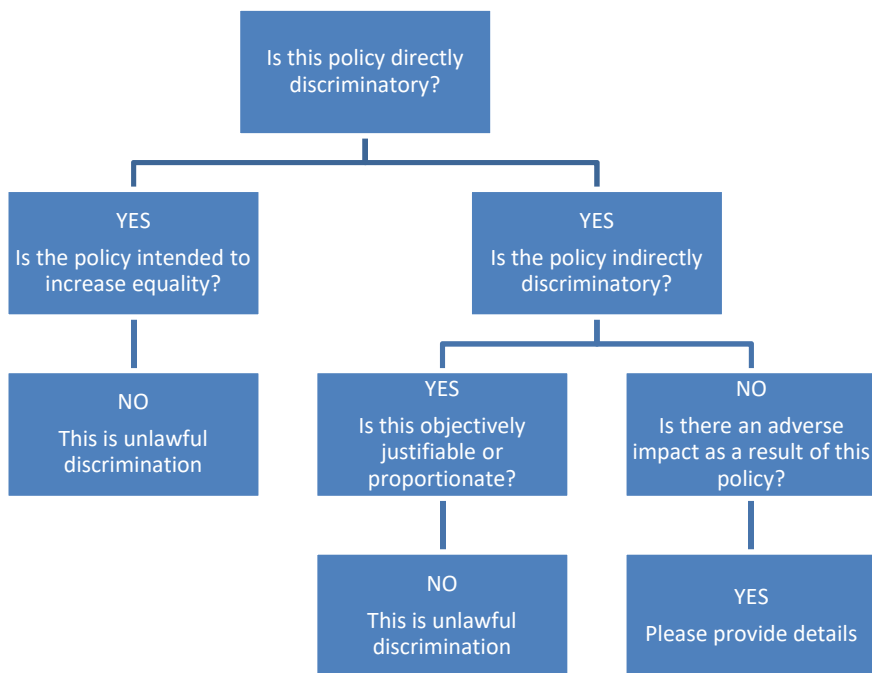
Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?
We expect that this policy will have a positive impact on the engagement of staff.

Could there be a differential ² impact on any protected characteristics? Could any differential impact be adverse?
We have not identified any differential impact.

² Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

Please consider the following:



CONSIDER: Is this document unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

Consultation

What did this equality analysis conclude?
 There is no unlawful discrimination.

Is any action required to be taken in response to the findings from the consultation?
 Review this assessment once the scheme has launched.

What is the recommendation for this document following consultation?			
Reject the document		Approve and publish the document	√
Amendment required		Other (please provide details below)	

Declaration

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Diane Norris	CEIA owner
Eilidh Fraser	Line manager (if appropriate)

Committee approval

Which Committee has this document gone before for approval?
People, Health and Equality Committee
Date of Committee meeting: 29 March 2018

Following Committee consultation, what is the decision for this document?			
Reject the document		Approve and publish the document	
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.