

Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

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

Leading from the current work taking place in the Bristol Robotics Laboratory (BRL) in clarifying its Governance Structure, there is a need to review its business operations and administrative support team. The review is intended to establish and clarify the structure to ensure it has a fit for purpose support team, with clear roles, establish areas of responsibility and clear line management; and relieve the current levels of stress in the Laboratory. Customers, students and visitors should benefit by a more consistent BRL experience.

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Although there is no known diversity within the Operations and Administrative support team, it is possible there could be non-visible or undisclosed diversity. As such the changes will be made in an inclusive way with clear, transparent and timely communications. Staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change to line management, especially where the line manager may not be aware of aspects of individuals' identities.

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

There is potential for the review to result in an impact on grading which, if negative, could impact staff motivation levels, stress and anxiety levels. The review could also result in some changes to line management responsibility which could also cause some anxiety.

Women, men, transgendered people

No envisaged impact – although role changes, or changes in work patterns can be more difficult to accommodate in instances where staff – statistically more likely to be female staff – have Caring responsibilities. The team already has staff with flexible working arrangements in place and flexible working will still be considered as part of the review. There is the possibility of grading changes and as such staff may need to be ring-fenced for roles in the structure.

Black and minority ethnic groups

No envisaged impact affecting this group. There is the possibility of grading changes and as such staff may need to be ring-fenced, however due to the identities of the staff involved there is no impact of this nature foreseen for this group.

Disabled people

This group would be likely to have existing adjustments pertaining to current roles, and in any such case these would need to be revisited in relation to any new or revised roles, with a concomitant need to ensure appropriate disability contact and support structures maintained during realignment processes. The review is designed to provide clarification of roles and job descriptions, however communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities. This could be a sensitive issue, so the staff members concerned will be consulted on the timing and content of any such sensitive information transfer.

Younger or older people

Different needs in relation to staff training, development, and relevant support for new roles, and Aspirations.

People with different religion and beliefs

People with different faiths and beliefs can experience negative impact due to having a new line manager if arrangements for leave or for periods of fasting are not promptly put in place. Communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about any adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.

Lesbian, gay and bisexual people

LGB people in organisations can experience negative impact due to moving to a new or changed team, or having a new line manager. Communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about any adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.

Pregnancy and maternity

People who are on leave can experience negative impact due to uncertainty or change of line manager. Managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.

Marriage and civil partnership

No envisaged impact.

4. Does the activity have the potential to impact equality groups in the following ways:
- Access to or participation in UWE Faculties or Professional Services?
 - Levels of representation across the UWE workforce?

- Student experience, attainment or withdrawal?
- Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

YES. Although the review includes a clarification of existing and new roles and responsibilities, there is the potential for staff experience to be impacted, particularly if there are any changes to grading or line management, or where staff may need to be ring-fenced for roles in the structure.

Equality analysis screening sign off:

Faculty Dean or Head of Service	
Faculty / service	
Date	

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

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

As part of the clarification of the Bristol Robotics Laboratory’s (BRL) Governance Structure there is a need to review its Operational and Administrative Support. The review is intended to establish and clarify the structure to ensure it has a fit for purpose support team, with clear roles, establish areas of responsibility and clear line management and relieve the current levels of stress in the Laboratory. Customers, students and visitors should benefit by a more consistent BRL experience.

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

The review is intended to establish and clarify the operations and administrative support structure to ensure it has a fit for purpose support team, with clear roles, to establish areas of responsibility and clear line management and relieve the current levels of stress in the Laboratory. Customers, students and visitors should benefit by a more consistent BRL experience. The process will include opportunity during consultation for staff to input prior to final job descriptions being confirmed.
The net consequence should be that we meet the needs of the organisation, BRL and internal/external key Stakeholders and help reduce the current levels of stress that currently exist.

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

- Increase in overall FTE in the BRL business operations and administration area.
- New roles and job descriptions being introduced.
- All existing roles subject to same review process.
- Line management responsibility for Business and Operations will be affected and clarification of roles and job descriptions. The proposed changes are intended to achieve a more effective management structure and spans of control.
- Addition role of Executive and Business Support Team Leader to directly line management the support team

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

The role review is being undertaken by the Director of BRL and The Executive Dean of Faculty of Environment and Technology and will do so through a consultation process with staff and union representatives.

New roles are being introduced, however, with the proposed changes to the roles and line management affecting the roles, and any difference in grade this distinction may create, the usual University processes for ring-fencing those affected will be employed.

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

The following measures will apply:

- Positive reports from staff and stakeholders that roles and responsibilities are clearer and improved
- Clear progression routes and professional development opportunities for staff.
- Positive impact on staff recruitment, i.e. attracting high calibre candidates to vacancies.
- Improvement in staff wellbeing and reduction in stress levels
- Positive staff survey results from equalities' groups.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men		No envisaged impact – although role changes, or changes in work patterns can be more difficult to accommodate in instances where staff – statistically more likely to be female staff – have caring responsibilities. The team already has staff with flexible working arrangements in place and the review will still consider these. There is the possibility of grading changes and as such staff may need to be ring-fenced	
Trans people		Transgendered people in organisations can experience negative impact due to moving to a new team, or having a new line manager. Communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.	
Black and minority ethnic groups		No envisaged impact affecting this group. There is the possibility of grading changes and as such, staff may need to be ring-fenced, however due to the identities of the staff involved there is no impact of this nature foreseen.	
Disabled people		This group would be likely to have existing adjustments pertaining to current roles, and in any such case these would need to be revisited in relation to any new or revised roles, with a concomitant need to ensure appropriate disability contact and support structures maintained during realignment processes. The review is designed to provide clarification of roles and job descriptions, however communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not	

		be aware of aspects of individuals' identities. This could be a sensitive issue, so the staff members concerned will be consulted on the timing and content of any such sensitive information transfer.	
Younger or older people		Different needs in relation to staff training, development, and relevant support for new roles, and aspirations; no impact envisaged regarding stakeholders due to the nature of changes.	
People of different religion and beliefs		People with different faiths and beliefs can experience negative impact due to having a new line manager if arrangements for leave or for periods of fasting are not promptly put in place. Communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.	
Lesbian, gay, bisexual people		LGB people in organisations can experience negative impact due to moving to a new team, or having a new line manager. Communications will be clear, transparent and timely, staff will be able to meet 121 with managers to have an open and honest conversation about adjustments needed, and managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.	
Marriage and civil partnership		No envisaged impact.	
Pregnancy and maternity		People who are on leave can experience negative impact due to job uncertainty of new roles or change of line manager. Managers will be supportive and aware of individual needs where people have a change of line management, especially where the line manager may not be aware of aspects of individuals' identities.	

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

We have taken advice from the Equality & Diversity unit in completing the Equality Analysis prior to publication. If further discussion is required the service is happy to take it to the next meeting of relevant staff networks. The full EA will be available for consultation with staff and Trades Unions colleagues.

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

There are no perceived negative impacts. A communication plan outlining clear, transparent and timely communications on the process of consultation and implementation will be employed. In addition to the revised role descriptions being made available to staff, individual meetings with all staff affected by the change will be convened as required, including 121 meetings with managers to have honest conversations about adjustments needed, and managers will be supportive and aware of individuals' needs where there is a change to line management, especially where the line manager may not be aware of aspects of individuals' identities.

9. Please indicate the level of equality relevance:

High

Medium

Low

10. **Equality analysis sign off:**

Director	Chris Melhuish
Faculty / service	Bristol Robotics Lab
Date	10 April 2018

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan (to be completed)

Appendix 1

Name of activity: BRL Business Operations and Admin Review

Plan completed by: Chris Melhuish

Service / faculty: BRL, FET

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required	Identify any existing arrangements currently in place in order to incorporate in relation to proposed new roles.	Current line manager.	Ensure that existing arrangements are incorporated into any change of role	Will be discussed in individual consultation meetings taking place from 8 February 2018.	Staff in BRL Business Operations and Admin continue with existing arrangements in any new role and will not be impacted.	Existing arrangements have been identified.
Consultation	Equality analysis to be published on UWE internet to invite comments.	Jo Livesey to send to E&D Unit for publishing.	E&D to publish.	5 Feb 2018 published. Consultation ending 26 February 18.	Any comments to be reviewed and incorporated into a further refined EA.	complete
Monitoring and review arrangements	Weekly meeting to review feedback on the EA to be established between HR and	Jo Livesey HRBP and Tim Copley HR Advisor to agree meeting schedule with	Weekly meetings.	Meetings to be held w/c; 5 Feb, 12 Feb, 19 Feb	Any feedback reviewed and EA revised accordingly.	complete

	E&D Unit during consultation, line managers will be involved as appropriate.	Vicky Swinerd (E&D Officer).				
Publication	To be published for 3 weeks and comments invited from equality groups and networks.	E&D Unit.	UWE Internet.	Consultation to be complete by 26 February 2018.	Either no comments received or comments incorporated into EA.	complete
Other actions						

Please return form to the Equality and Diversity Unit