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](https://docs.uwe.ac.uk/sites/equality-and-diversity/Documents/Equality%20analysis/Equality%20Analysis%20Guidance%202019.docx) or contact the Equality and Diversity Unit: [EqualityandDiversityUnit@uwe.ac.uk](mailto:EqualityandDiversityUnit@uwe.ac.uk).

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| **Activity Title** | Review of Furlough Policy |
| **Project Manager and Contact** | Gerry Scott |

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| **1. Proposed activity (change, refresh, policy, process or practice) being analysed** |
| The review of a new activity in respect of the Furloughing of staff as part of the Coronavirus Job Retention Scheme in response to the Covid-19 pandemic in line with the Furlough policy.  The Furlough Policy will be updated as appropriate to respond to government advice and policy throughout the lifetime of the Coronavirus Job Retention Scheme. This Equality Analysis reflects the terms of the policy in late June 2020.  The following guiding principles will be applied by UWE to any furloughed employee. During any Furlough Leave, the employee will:   1. continue to be employed by the UWE Bristol; 2. not be permitted to carry out any work for UWE Bristol before July 2020. 3. be able to undertake volunteer work (but should keep their line manager informed) 4. be able to undertake relevant training, in order to update skills and competencies relevant to their work 5. continue to receive 100% of their salary although the government scheme only allows the University to claim a grant for a proportion of the wage costs. 6. annual leave would be accrued and authorised in the normal way. However, any planned leave already authorised will still need to be taken. Annual leave should also continue to be taken consistently across the leave year in order to support an individual’s wellbeing. 7. The UWE staff members’ employment status and continuous service with the University will be unaffected during this period. Equally, obligations placed on the furloughed staff member, e.g. in relation to confidentiality and conduct continue to apply. |

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| **2. What sources of information/data, or who have you identified to help explore potential equalities impacts?** |
| Due to the nature and speed of change at this time, consultation regarding this policy and EA will be ongoing and subject to review. |

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| **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? * Staff experience, representation, or progression?   Explain why you have made that assessment, and plan your response. | | | | | | |
|  | **Possible Negative or Positive Impact on Groupsi** 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) | The introduction of a Furlough scheme within UWE may signal to staff that there is vulnerability of UWE finances and that all job roles are potentially vulnerable leading to increased anxiety and mental health concerns.  Lockdown has also been difficult for many staff to cope with  Those staff not being subject to the Furlough scheme whose close colleagues are subject to the scheme may feel aggrieved on their colleagues’ behalf, or may feel aggrieved at not being furloughed. They may feel that they have/will have a greater workload as a result of work colleagues being furloughed  +Furloughed staff are restricted within Estates an Facilities service based on criteria  + Furloughed staff will continue to be paid 100% salary, they will retain employment status and will continue to accrue annual leave and continuous service, ensuring no impact on their personal finance or employment status.  + Furloughed staff will be able to continue training relevant to their work, mitigating concerns about acquiring new skills for new ways of working.  + Furloughed staff will be expected to follow conduct procedures, including the EDI Policy.  + Furloughed staff will continue to have access to staff networks, and will not need to disclose this to their manager. | Appropriate UWE wide communications regarding the scheme.  Personalised communication from line manager to affected staff following a HR support briefing in advance of 1-1 conversations.  Managers undertook 1-1 conversations based on a checklist of notes to guide and support and provide consistency.  Line managers to agree in advance the method and frequency of communication with individuals on furlough and ensure that the individuals are aware of additional support such as EAP. All Estates & Facilities staff communication was sent in advance of implementation of the furlough scheme to ensure that all staff (including those currently working) are aware of the scheme and can raise any queries with their manager. Comprehensive Q&A’s are provided to respond to anticipated questions.  Managers have been advised of support from HR for any questions arising not picked up elsewhere.  Furloughed staff are encouraged to undertake relevant training in order to maintain skill levels and a level of connection with work.  UWE position of topping up pay means that there is no impact on salary.  HR and EDI are reviewing data on furloughed staff on an ongoing basis in order to identify if there are trends.  HR and Trades Unions consultation and communications undertaken as part of weekly joint meetings.  HR challenge and question manager decisions to ensure a robust review without in line with criteria.  Managers have provided reassurance to individuals who were self-isolating for “other health and wellbeing reasons”. | Directorate and Comms  Line Manager  HR and Trades Unions |  | All staff impacted fully understand the reason for the scheme, their reason for inclusion in the scheme , feel listened to, consulted with and have received responses to all queries and concerns they have raised. All staff impacted feel they have had a chance to consider whether furlough is right for them, and feel they have received full support as well as being signposted to additional sources of support. |  |
| **Age** (older people, younger people) | Older staff may be more likely to have underlying health conditions and/or be . shielding, living with those who are shielding. Where they are unable to work from home, these individuals, will be amongst those first to be considered for Furlough Scheme  + This will serve to safeguard their physical health  - This may negatively impact their mental health | Individualised communication from line manager to affected staff ensuring an understanding of the scheme and the reason for their being considered. Emphasising the UWE position of safety first and respectful of individual, personal risk assessments.  Information and support to be provided for those struggling with mental health issues. | Line manager (supported by HR) |  |  |  |
| **Disability**, including mental health and non-visible disabilities | Disabled people are more likely to have underlying conditions which would place them in the position of “shielding” under government health guidance. As such this will be seen as a positive means to safeguard health and safety at work for those who cannot work from home.  UWE has been finding alternative work within the university for some staff unable to do their current role at this time. Disabled people would potentially be less likely to put forward for alternative work due to challenges in making Reasonable Adjustments for some roles. Therefore, these staff are more likely to be subject to Furlough  Disabled staff may have lost the support of charities or other organisations affected by the virus, which would normally support them in their day-to-day activities. This may mean they are at greater risk of not being able to work from home and therefore being furloughed.  Disabled staff may be waiting longer for non-virus related medical procedures – they may find work exacerbates their condition in the meantime, or they may be using work to help control symptoms. Therefore it is possible that either disabled staff may be more likely to be furloughed, or that the impact of furloughing might vary for different individuals.  Disabled staff with mental health conditions may be experiencing more severe symptoms during the pandemic. Their condition may be exacerbated by work, or they may be using work to help control their symptoms. Therefore it is possible that either disabled staff may be more likely to be furloughed. The impact of furloughing might vary for different individuals | Individualised communication from line manager to affected staff  Maintain understanding of the current government guidelines around shielding and request that employees keep manager appraised of any change in circumstances.  Understand what work they can and want to do, what support has been lost and what is possible regarding Reasonable Adjustments  Consideration of the loss or change in any support for staff will be taken account of in terms of any decision to furlough and will also need to be considered at the point of a return to work as part of the risk assessment process. | Line manager (supported by HR) |  |  |  |
| **Women and men** | Those meeting the criteria for Furlough may be more likely to be female as women are more likely to have caring responsibilities  + This process may support and relieve those with caring responsibilities and enable them to manage these, however, management will need to ensure that assumptions are not made around individual circumstances.  Women are more likely to experience domestic violence, and may be using work to avoid difficult situations. Therefore the impact of furlough might be greater for this group of staff | Individualised communication from line manager to affected staff.  Managers ensured that personal circumstances were a key feature of decision whether to furlough or not and staff were aware or rights not to be furloughed. | Line manager (supported by HR) |  |  |  |
| **Trans and non-binary people**, including gender reassignment | Trans and non-binary people may be living in environments which are not inclusive of their gender identity, or they may be suppressing elements of their gender identity to keep the peace. Work may offer an opportunity for trans and non-binary people to be themselves, or it may be a place where they cannot be themselves. Therefore the impact of furlough might vary for different individuals.  Trans and non-binary staff may have lost the support of charities or other organisations affected by the virus, which would normally support them in their day-to-day activities. Therefore trans people might be more likely to be furloughed, and the impact of furlough might be greater for this group of staff.  Trans and non-binary staff may be waiting longer for non-virus related medical procedures – they may find work is a distraction in the meantime, or they may focus more on the delay while working. The impact of furlough may vary for different individuals. | Line managers are made aware of the possible implications of the furlough on this group and well-equipped to have a sensitive conversations taking into individual circumstances. Staff networks may be able to provide additional insight to the experience of this group. |  |  |  |  |
| **Marriage** and/or **civil partnership** |  |  |  |  |  |  |
| **Pregnancy** and/or **maternity**, including Adoption | Those who are pregnant or on maternity leave will not be subject to the scheme due to alternative publicly funded maternity arrangements. | Important to continue to provide these staff with updates as they may feel particularly isolated. | Line Manager |  |  |  |
| **Race**, including ethnicity and citizenship | Should the proposed “Furlough” staff group contain a disproportionate number of BAME staff, then we need to review the process to ensure that no unconscious bias has occurred.  BAME staff may be experiencing higher levels of anxiety about work due to there being a disproportionate number of BAME individuals adversely affected by Covid-19. (Further research by Public Health England, 2020 is ongoing). This might increase the likelihood of a BAME person being unable or unavailable for work.  BAME people are more likely to have experienced a recent bereavement in their family or communities. Grief may make a furlough conversation with a manager more difficult.  People with family outside the UK may be locked down in other parts of the world, and may feel disconnected from their day to day lives in the UK. The impact of furlough would vary by different individuals. They may also be experiencing challenges around time zones and access to web resources, software and devices for work. Furlough may have a positive effect in relieving stress. | Individualised communication from line manager to affected staff, with manager being alive to the additional sensitivities and potential anxieties.  Management to review a the list of BAME staff who may in their role be exposed to a higher risk to the virus and take the latest guidance on risk assessment into H&S planning of the work for this group.  Line managers are made aware of the possible implications of the furlough on this group and well-equipped to have a sensitive conversations taking into individual circumstances. Staff networks and the UWE Covid-care survey may be able to provide additional insight into the experience of this group. | Line manager (supported by HR) |  |  |  |
| **Religion and/or belief**, including those without religion and/or belief | + People with different faiths and beliefs if furloughed may experience a positive impact due to more flexibility for prayer and for periods of fasting.  + People who are a part of a faith community may welcome the time to connect more.  - Staff from different cultural backgrounds may have different expectations around communication and norms.  People with different faiths and beliefs may be living in environments which are not inclusive of their faith or belief, or they may be suppressing elements of their identity to keep the peace. Work may exacerbate this, or may be a place where they can be themselves. The impact of furlough will vary for different individuals. | Individualised communication from line manager to affected staff with manager being alive to the additional sensitivities and potential anxieties | Line manager (supported by HR) |  |  |  |
| **Sexual orientation** | LGB+ people may be living in environments which are not inclusive of their sexual orientation, or they may be suppressing elements of their identity to keep the peace.  Work may offer an opportunity for LGB+ people to be themselves, or it may be a place where they cannot be themselves. The impact of furlough will vary for different individuals. Not being “out” may add a further challenge/stress whilst being home more. Working from home may lead to increased questioning about peoples home lives,  LGB+ staff may have lost the support of charities or other organisations affected by the virus, which would normally support them in their day-to-day activities. | Individualised communication from line manager to affected staff with manager being alive to the additional sensitivities and potential anxieties  Line managers are made aware of the possible implications of the furlough on this group and well-equipped to have a sensitive conversations taking into individual circumstances. Staff networks may be able to provide additional insight to the experience of this group. |  |  |  |  |
| **Other specific group** (e.g. International or Access) | Staff on long term sick to remain subject to the UWE Bristol Sickness Absence Policy | Individualised communication from line manager to affected staff in line with UWE Sickness Policy | Line Manager |  |  |  |

i 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.

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| **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](https://docs.uwe.ac.uk/sites/equality-and-diversity/Documents/Equality%20analysis/Equality%20Relevance%20Chart%20for%20Equality%20Analysis%202019.docx)) | | | 3 weeks | 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) | | | **Yes - ongoing** | No |
| What measure / statistic / data will you use to check if the activity has had a positive, negative or neutral outcome? | Ongoing review of the Covid Care Survey which will be broken down by Faculty and Service in future and undertaken periodically. | | | |
| When will you review this Equality Analysis? | Ongoing Enter date or project stage suitable to the proposal | | | |

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| **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 |  | Date |  |

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| **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 | Martin Augustus |
| Faculty / Department / Service | HR |
| Date | May 2020 |

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| **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. | |
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| **You said** | **We did** |
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**Please forward an electronic copy to the E&D Unit by emailing** [**EqualityandDiversityUnit@uwe.ac.uk**](mailto: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.**