

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 2

Full Equality Analysis

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

Vice-Chancellor's Office Realignment

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

This project seeks to realign the Vice-Chancellor's Office to:

- Enable the office to maximise the value and efficient use of time for members of the Directorate, in order to mitigate financial and reputational risks, and better support the University as a whole.
- Increase resilience across the executive support and governance functions, ensuring continued compliance with the external reporting and legal requirements that are within the remit of the office.
- Provide proactive support and advice on changes in the external policy environment and their potential impact on UWE, informing decision making and supporting the Directorate, Governors, and the wider university through what is a significant and ongoing period of change and uncertainty externally.

The proposed structure would provide more resource to the team and possible changes in grade depending on job description grading outcomes. There are no redundancies or changes in FTE or working patterns or changes in line management anticipated at this stage.

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

See above.

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

Jodie Anstee, Chief of Staff and Clerk to the Board of Governors / Head of Policy and Strategy

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

Sufficient capability and capacity to meet the objectives and requirements of the office, as assessed by the Directorate.

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 known impact.	No known impact.	
Trans people	No known impact.	New roles may create opportunity to increase diversity.	
Black and minority ethnic groups	No known impact.	New roles may create opportunity to increase diversity.	
Disabled people	No known impact.	New roles may create opportunity to increase diversity.	
Younger or older people	No known impact.	No known impact.	
People of different religion and beliefs	No known impact.	New roles may create opportunity to increase diversity.	
Lesbian, gay, bisexual people	No known impact.	New roles may create opportunity to increase diversity.	
Marriage and civil partnership	No known impact.	No known impact.	
Pregnancy and maternity	Whilst there is no known adverse	No known impact.	

	<p>impact, it is recognised that it can be more challenging to communicate with those on maternity leave during a time of organisational change.</p>		
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7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

Activity contained within Vice-Chancellor's Office.

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).

Ensure communication plans are inclusive of those who are on maternity leave.

9. Please indicate the level of equality relevance:

High

Medium

Low

10. **Equality analysis sign off:**

Faculty Dean or Head of Service	
Faculty / service	
Date	

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

Equality analysis - action plan

Appendix 1

Name of activity:

Plan completed by:

Service / faculty:

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation						
Monitoring and review arrangements						
Publication						
Other actions						

Please return form to the Equality and Diversity Unit