



EQUALITY IMPACT ASSESSMENT (EIA) POLICY

1. INTRODUCTION

1.1. University of College Birmingham (UCB) is committed to promoting equality in all its activities. We aim to provide a work, learning and teaching environment free from discrimination and unfair treatment.

1.2. An impact assessment is a process of identifying and removing any barriers (arising from policy or practice) that may cause discrimination against a protected group. This Policy provides information on Equality Impact Assessments and guidance on how to conduct them.

The Equality Act 2010 requires public bodies to be pro-active in achieving positive equality. UCB takes its commitment to Equality, Diversity and Inclusion (EDI) very seriously.

It will evidence that it is meeting the Public Sector Equality Duty by completing EIAs of new or significantly revised or updated policies, strategies, services or other significant documents. This will enable EDI issues to be considered together with any mitigations if a potential adverse impact is found.

2. CONDUCTING EQUALITY IMPACT ASSESSMENTS

2.1. An Equality Impact Assessments (EIA) should be carried for any new or significantly changed policy, strategy, service or other significant document. A flow diagram of the process can be seen in Appendix A

2.2. The EIA should involve an initial screening using the form in Appendix B. This should be attached to any policy or other document seeking approval and should be signed off by the Executive Leadership Team.

Any member of staff may complete the screening although advice should be sought from the relevant manager/s, The HR team and Head of Diversity, Equality and Inclusion can also provide further support and advice.

2.3. Where the screening identifies a significant negative impact for a group or groups, the initial decision to make the change should be reviewed or amended to mitigate against the impact and a more detailed EIA in the form of a report should be undertaken. Further detail is given below.

3. EQUALITY IMPACT ASSESSMENT SCREENING FORM

Appendix B provides a form to aid completion of the EIA.

Section 1 – Key Details

3.1. Complete this section in as much detail as possible. Include the name of the policy being assessed, type of change, department and area, names and job titles of those completing the assessment and the date.

Section 2 – Aims and Objectives

3.2. Please identify the policy aims, including its scope, for example does it cover students, staff or a particular cohort. The purpose needs to be defined in some detail as it is this ‘intention’ that the impact assessment will seek to measure.

Section 3 – Outline intended outcomes and benefits

3.3. The EIA process is an evidence based one and is therefore not possible without adequate data. How the evidence is obtained will vary and it will be important to choose a method that is appropriate and proportionate.

Screening

3.4. Please identify which groups may be impacted by the change and whether those impacts are positive, negative or neutral.

Positive impact: The evidence suggests that the policy is robust; there is no potential for discrimination or any negative impact. All opportunities to promote equality have been taken. The change will most likely have a positive impact.

Negative impact: There is a disproportionate impact on one or more particular group. This might mean the policy could be potentially discriminatory. Where necessary, changes to the policy should be designed to minimise negative effects and maximise positive impact. Examples of a negative impact for a protected characteristic group could be:

- Ethnic minority staff disproportionately impacted on by a particular change
- Interview panels lack diversity and dominated by one particular group
- New facilities developed without consultation with groups of students/staff directly affected.
- Interview panels lack diversity and dominated by one particular group
- New facilities developed without consultation with groups of students/staff directly affected.
- Offering a benefit to one group of staff and excluding others

Neutral impact: There is no disproportionate negative or positive impact on people with protected characteristics.

Section 4 – Consultation and Engagement

3.5. Consultation should take place with appropriate stakeholders as part of the EIA process to help assess whether there is a potential positive, neutral or negative impact.

The scale of the consultation will vary; the higher the potential for negative impact the more comprehensive the consultation will need to be. Where there is a potential negative impact, the consultation should include any proposals to reduce this impact.

It is advised to use EIA Panel (see below) to support managers through the consultation and engagement process.

3.6 EIA Panel

The EIA panel is an internal staff/student reference/consultation group that will support Managers to fully consider the potential impact of any new and/or revised policies/strategies/guidance documents, or significant changes on protected groups as identified in the Equality Act 2010 and the Public Sector Duty.

In addition, other vulnerable groups will be considered not currently protected by law, i.e. socially and economically disadvantaged staff and students, Carers and Care Experienced young people, Refugees and Asylum Seekers, Unaccompanied minors, Gypsies, Roma and Travellers (GRT). This list is not exhaustive.

The remit of the panel is to:

- Ensure policies/strategies with particular relevance to Equality, Diversity and Inclusion (EDI) are scrutinised sufficiently in order to ensure that the potential impacts on individuals are properly identified.
- Ensure there has been sufficient consultation, review and feedback of relevant policies/guidance documents and to act as a “critical friend” to the organisation.
- Provide support and advice to colleagues completing EIAs. This panel is **NOT** a decision-making group and can therefore only advise on suggested actions and ways of ensuring that potential impacts have been considered and possibly mitigations suggested.

More detail of the Equality Impact Assessment Panel can be seen in Appendix D

Section 5 – Likely Impact

3.7 Based on the answers to the questions you have completed in section 3, please identify what the **overall** likely impact is.

Section 6 – Sign off

3.8. Any document or proposal for which an EIA has been completed should be considered by the Executive Management Team and should include the EIA as part of the proposal. The EMT will consider the EIA and may ask for further consideration of issues before they sign it off.

4. DETAILED EQUALITY IMPACT ASSESSMENT

4.1. Where a negative impact is identified, a detailed EIA in the form of a report should be produced and considered. This will involve a consideration of:

All monitoring data available

- Considering research/other data that may be relevant
- Consulting with the EIA Panel / stakeholders (internal and external)
- Seeking further advice (internal and external)
- Devising an action plan to address any adverse impacts. In some cases, it may not be possible to mitigate all or any negative impacts, but this should be noted in the EIA.

4.2. Appendix C provides a form to aid completion of the EIA.

4.3. The Executive Director of Human Resources and Head of Equality, Diversity and Inclusion can also provide further advice.

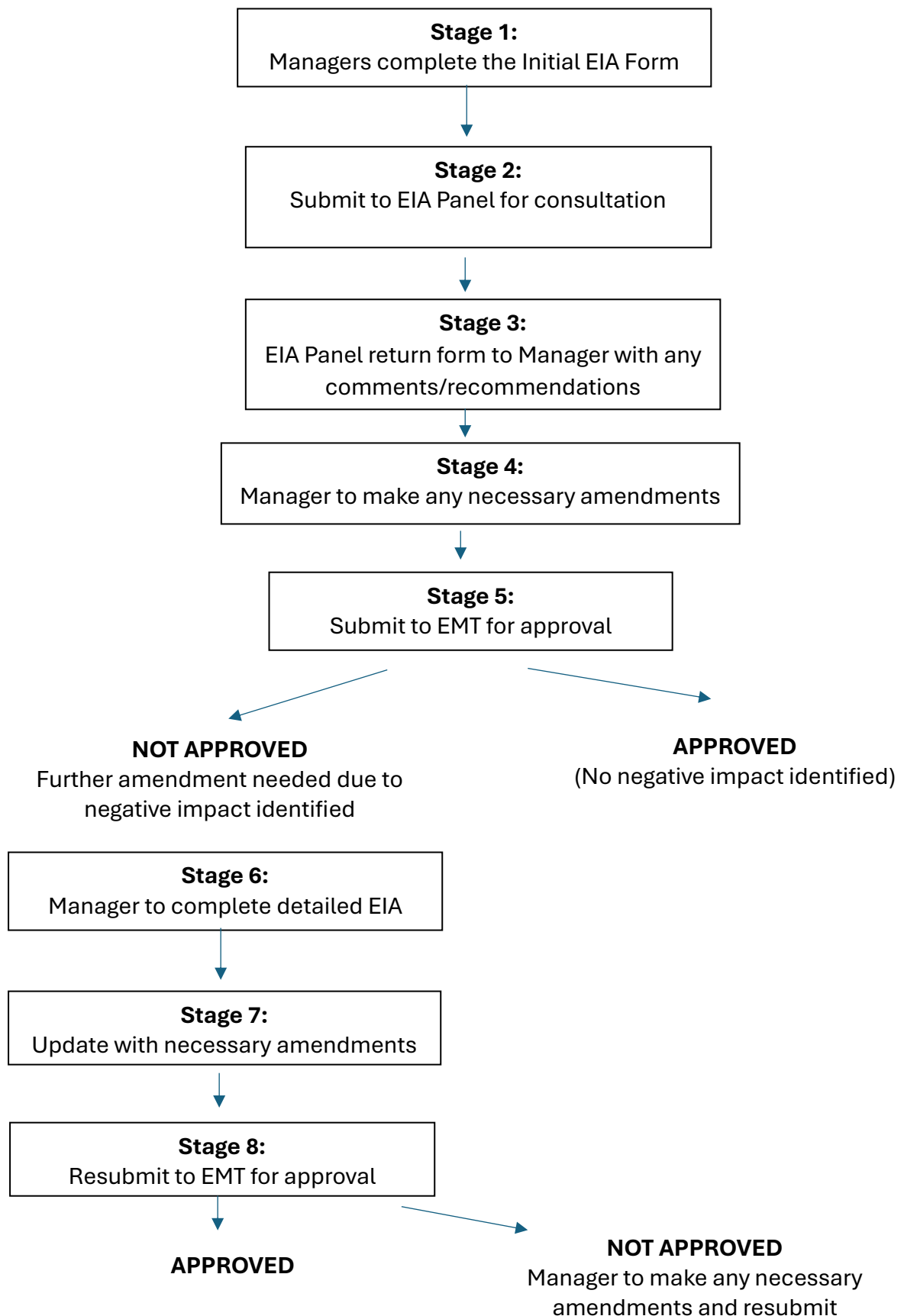
4.4. All EIAs should be presented to the EMT for consideration in advance of any final decision and in cases where governor approval is needed for a proposal or document, should be included in the documentation that is presented to governors.

5. MONITORING AND REVIEW

5.1. This Policy will be kept under review by the Equality Diversity and Inclusion Forum.

Prepared by	Haroon Bashir
Date	January 2025
Review date	January 2026
Approved by	

APPENDIX A: FLOW DIAGRAM OF EQUALITY IMPACT ACCESS PROCESS



APPENDIX B: EQUALITY IMPACT ASSESSMENT – SCREENING

This form should be completed for any new or significantly changed policy, strategy, service or other significant document.

Undertaking this assessment will help to identify whether there is an adverse impact on any group.

Section 1: Key Details	
Name of policy, strategy service or other significant document being assessed:	
Type of change: new, proposed, significantly changed?	
Department and area:	
Name(s) and job title(s) of those completing this assessment:	
Date assessment completed:	

Section 2: Outline the main aims and objectives of the policy, practice, procedure, function, plan or service being assessed? Include details of significant changes.	
Section 3: Outline the intended outcomes and benefits.	

Screening

Protected Group	Potential Impact (tick each one as appropriate)			Possible Reasons for Impact	Action to Mitigate Impact
	Negative/ unfavourable	Neutral	Positive/ favourable		
Age					
Disability					
Sex					
Gender Reassignment					
Marriage & Civil Partnership					
Pregnancy & Maternity					
Race					
Religion & Belief					
Sexual Orientation					
Other: Care Experienced/Socio Economic Group etc					

Section 4: Consultation and Engagement Has the Equality Impact Assessment Panel been consulted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Outline any consultation or engagement with stakeholders		
Section 5: Likely impact Based on the answers to the questions above, what is the likely impact Note: if the impact is Negative or unknown a <u>full Equality Impact Assessment</u> should be completed.	Likely impact:	Insert X
	No impact	
	Positive impact	
	Neutral impact	
	Negative impact	
	Unknown impact	

Section 6: Sign off	
Date agreed by EMT	
Further actions required?	



Section 1: Key Details	
Name of policy, strategy service or other significant document being assessed:	
Type of change: new, proposed, significantly changed?	
Department and area:	
Name(s) and job title(s) of those completing this EIA:	
Date assessment completed:	

Outline the main aims and objectives of the policy, practice, procedure, function, plan or service being assessed? Include details of significant changes. (Copy from screening)

Outline the intended outcomes and benefits. (Copy from screening)
Protected groups identified as being disproportionately affected
What has any monitoring data shown about the impact this policy/procedure/plan or project has on any groups with protected characteristics? For example, are any groups over or under-represented, are there any different outcomes for any groups, i.e. success rates, retention?
Any other qualitative data available relating to this policy/procedure/ plan or project. For example, surveys, feedback, national research.
Groups/individuals consulted about this policy/procedure/plan or project and what that consultation indicated

Changes proposed to make to the policy/ procedure/ plan or project as a result of consultation or further consideration and the expected impact of those changes. Will they lower the negative impact, ensure the impact is legal under anti-discriminatory laws or result in a neutral or positive impact?		
Following this EIA, is the recommendation that UCB continues with the proposal/document with the changes identified? Please explain why.		
Date considered by EMT:		
Recommendation accepted:	YES	NO
Rationale for EMT decision		

Appendix D: Terms of Reference for EIA Panel

1. Remit

This panel is an internal staff/student reference/consultation group that will support Directors and Managers to fully consider the potential impact of any new and/or revised policies/strategies/guidance documents, or significant changes on protected groups as identified in the Equalities Act 2010 and the Public Sector Duty. In addition, other vulnerable groups will be considered not currently protected by law, i.e. Socially and economically disadvantaged staff and students, Carers and Care Experienced Young people, Refugees and Asylum Seekers, Unaccompanied minors, Gypsies, Roma and Travellers (GRT). This list is not exhaustive.

1.1. The remit of the panel is to:

- Ensure policies/strategies with particular relevance to Equality, Diversity and Inclusion (EDI) are scrutinised sufficiently in order to ensure that the potential impacts on individuals are properly identified.
- Ensure there has been sufficient consultation, review and feedback of relevant policies/guidance documents and to act as a “critical friend” to the organisation.
- Provide support and advice to colleagues completing EIAs. This panel is NOT a decision-making group and can therefore only advise on suggested actions and ways of ensuring that potential impacts have been considered and possibly mitigations suggested.

2. Membership

2.1. Head of Equality Diversity and Inclusion (Chair)

2.2. Executive Director of Human Resources (Vice Chair)

2.3. Membership to include staff representatives from Academia and Professional Services staff, and students where relevant. Minimum of 6. Members should ideally have lived experience of protected characteristics as outlined in the Equality Act 2010. Members can be co-opted onto the Panel to consider particular policies if they have lived experience or a particular expertise, knowledge or interest and can demonstrate they have the ability to think critically and verbalise succinctly how protected groups might be negatively or positively impacted.

2.4. Membership of the group will be for a minimum of 1 academic year and a max of 3 years.

3. Terms of Reference and Membership

- 3.1. To be reviewed annually by the Chair and Vice Chair and current members of the panel at the last meeting of that academic year.

4. Meetings

- 4.1. The EIA Panel shall meet once a half term or more frequently as necessary either in person or online or hybrid.
- 4.2. Quorum: 4 members of the Panel

5. Agendas and Minutes

- 5.1. EIAs for consideration will be requested by the Governance and Policy Officer at least 5 working days prior to the meeting. The agenda and any relevant background information will be circulated at least 2 working days prior to the meeting.
- 5.2. The minutes of the meeting will be circulated to all panel members at least 10 working days after the meeting and act as a true record of the discussion and recommendations of the panel.