Newcastle University: Policy for Equality Analysis and Decision Making

1. An Equality Analysis will be conducted on all new and reviewed policies and procedures which are relevant to equality. Equality Analysis will be used to identify and remove discrimination and to identify ways to advance equality of opportunity and foster good relations between people. Where an Equality Analysis identifies an area for improvement, positive changes and improvements will be made.

2. Equality Analysis will be used to pre-empt the possibility that any proposed policy could unfavourably affect some minority groups in a way that cannot be justified. Justification of discrimination may be permissible if the different treatment can be justified as a proportionate response to meet a legitimate aim.

3. Equality Analysis will be conducted within the normal drafting, consultation and approval processes for new policies and procedures relevant to equality. At other times when policies change or when equality issues are brought to our attention for other reasons there may be a need for an Equality Analysis.

4. Policies agreed at Committee level for University wide implementation will be subject to Equality Analysis. It may, however, be necessary to undertake a local Equality Analysis depending on the level of flexibility available within implementation of the policy. Where policies or procedures only apply to a specific Unit(s), an Equality Analysis must be conducted before these can be implemented. Guidance and training will be provided for Policy Owners.

5. The process of Equality Analysis will involved taking account of a series of factors:
   - Research and Development of the Policy or Procedure:
     - Consider whether the policy is equality relevant
     - Consider how the policy affects people and what equality information is available
     - Analyse the equality information and consider the findings
   - Consultation on the Draft Policy or Procedure: Consult with relevant staff/student groups on the policy
   - Completion/revision of the Policy or Procedure:
     - Decide on action: either no major change or adjust the policy (includes start to collect equality information not previously available) or continue the policy or stop and remove the policy
     - Identify when and how to monitor and review the policy
     - Record the result of the Equality Analysis

6. Equality Analysis will be an ongoing process that does not end once a policy has been agreed or implemented. For example the actual effect of a policy will only be known once it has been introduced or area demographics may change leading to different needs. It is therefore expected that the analysis is reviewed to reflect on the experiences of implementation.
Scope

7. This Policy applies to policies and procedures relevant to Equality which affect people - students, staff and other service users. “Relevant” means that implementation of the policy could involve ‘face to face contact’, or making a decision which may concern a person’s individual characteristics or circumstances, or have a significant impact on someone’s life or well being. The policy might affect different protected groups differently.

8. The protected characteristics under the Equality Act 2010 are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, marriage and civil partnership, and sexual orientation. (Note: The protected characteristic of Marriage and Civil Partnership applies to prevention of discrimination for staff only and not to the promoting equality of opportunity or fostering good relations aspect of the Public Duty. It does not apply to students.)

Responsibilities

9. The Vice Chancellor has overall responsibility for ensuring that University Equality Analysis is carried out effectively and within agreed time-scales. The Diversity Committee is responsible for proposing the Equality Analysis process and monitoring activity in the Annual Equality and Diversity Monitoring Report.

10. Policy Owners will conduct the Equality Analysis as part of the policy and procedure development and approval process. Senior Managers must provide the appropriate environment within their Units to ensure that Equality Analysis is conducted, that there is time to undertake the analysis and there is support for recommended changes. Policies can be both locally implemented and University wide.

11. Consultation with relevant staff and students bodies is part of the Equality Analysis process. The Diversity Consultative Group is a group of staff and student representatives which can consider Equality Analyses. The Equality and Diversity Team will provide guidance and training on the Equality Analysis process.

Equality Analysis of this Policy

12. Equality information is available from the predecessor procedure “Equality Impact Assessment” which showed that equality outcomes have been identified which required action. This has helped to demonstrate the University’s approach to having due regard to its obligations under the Equality Act. A review of the implementation of the Policy will be conducted after one year.

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<th>Effective Date</th>
<th>June 2012</th>
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<tbody>
<tr>
<td>Approval</td>
<td>Diversity Committee/Staff Committee/EB/Council</td>
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<tr>
<td>Policy/Procedure Owner</td>
<td>Veryan Johnston/ Pamela Graham</td>
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