



Rapid Impact Checklist

Document title: **Harmonisation**

Author & School/Service: **HR**

Reason for the Equality Impact Assessment:

Proposed new document	
Proposed change to existing document	
Review of existing document	
Other (please state):	<i>Proposed change to terms and conditions</i>

Could any protected characteristics be affected by this proposal?¹

Yes	No
x	

If yes, which protected characteristic groups could be affected?

Age		Disability	
Gender reassignment		Pregnancy and maternity	
Race/ethnicity		Religion or belief (including lack of belief)	
Sex	x	Sexual orientation	

Will the proposal have any impact on:

	Yes	No
Discrimination?		x
Equality of opportunity?		x
Relations between groups?		x

Will the proposal have an impact on the physical environment? For example, will there be impacts on:

Living conditions?	
Working conditions?	x
Pollution or climate change?	
Accidental injuries or public safety?	

If the answer to any of the above is 'yes', please proceed to complete the Comprehensive Equality Impact Assessment.

¹ 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.



Comprehensive Equality Impact Assessment (CEIA)

Details of document

Document title	Harmonisation
Document owner	Eilidh Fraser
School/Service	HR

Aim of the document

What are the aims and objectives of the document?
To bring the terms and conditions of academic and support staff closer together, in particular regarding contracted hours per week and holiday entitlements.

How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?
It aims to reduce a perceived inequity between staff groups.

Who is affected by the document and how have they been involved in the development of it?
All support staff and all new academic staff contracts.

Are any persons affected by the document likely to benefit from it and in what way?
Yes. All support staff will benefit from either reduced hours per week (with no change to pay) or in a small number of cases an increase to pay; and some will have an increased holiday entitlement.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)			
Age		Race	
Disability		Religion or Belief	
Gender Reassignment		Sex	x
Pregnancy & Maternity		Sexual Orientation	
Marriage & Civil Partnership			
Further details: A higher proportion of support staff than academic staff are female and this change will reduce the difference in terms and conditions between academic and support staff, to the benefit of support staff.			

How does the document fit into the broader strategic aims of the University?
It is in line with our approach of being 'fair, inclusive and transparent'.

Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?
A higher proportion of support staff is female.
The trade unions have been consulted with a view to agreeing on the proposal.

What do we know from existing data which is available externally?
n/a

Are there any apparent gaps in knowledge?

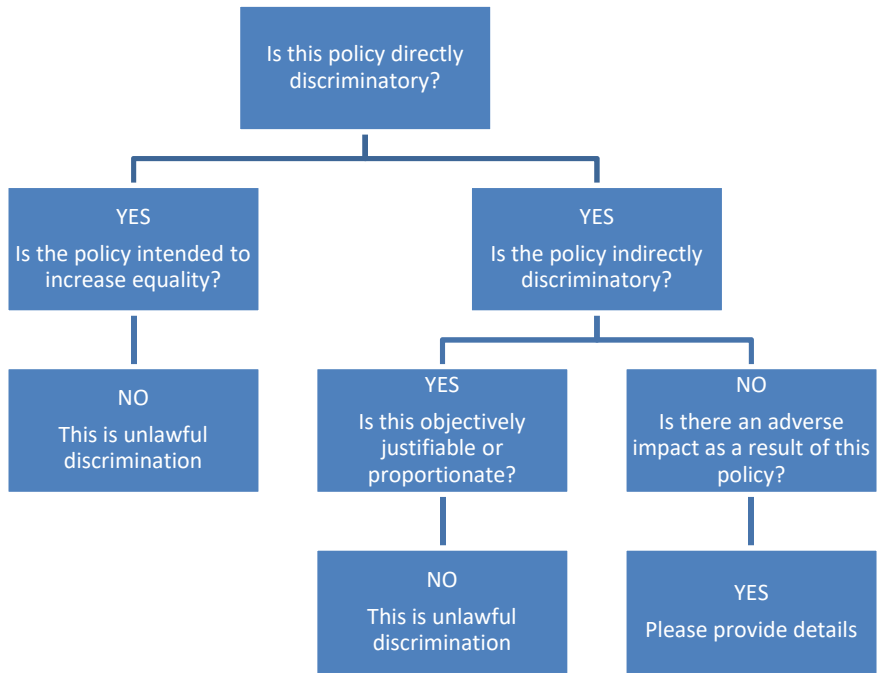
Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?
Positive impact – as noted above.

Could there be a differential ² impact on any protected characteristics? Could any differential impact be adverse?
A positive impact for support staff, with a higher proportion of women than academic staff. No adverse differential impact.

² Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

Please consider the following:



CONSIDER: Is this document unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

Consultation

What did this equality analysis conclude?
No adverse impact or unlawful discrimination

Is any action required to be taken in response to the findings from the consultation?
No

What is the recommendation for this document following consultation?			
Reject the document		Approve and publish the document	
Amendment required		Other (please provide details below)	x
Allow the proposals to go ahead, subject to final discussions with the unions/management.			

Declaration

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Eilidh Fraser	CEIA owner
	Line manager (if appropriate)

Committee approval

Which Committee has this document gone before for approval?
PHEC
Date of Committee meeting: 31 May 2018

Following Committee consultation, what is the decision for this document?			
Reject the document		Approve and publish the document	
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.