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| **Equality Impact Assessment**  **Restructure and Redundancy Procedure - Checklist** |



The following guidance and checklist provides a framework for Equality Impact Assessments (EIA). It should be used when carrying out equality impact assessments (EIA) in relation to restructuring or redundancy activities. The checklist will help in considering the impact of your restructuring or redundancy exercise in relation to equality and diversity (E&D).

The value to the University of having a consistent and transparent approach is enormous. Equality “proofing” your procedure will enable us to meet our legal obligations to both remove discrimination and actively promote equality and diversity in everything we do, thus ensuring that equality will become an automatic consideration in how we develop and deliver University practices and services. We need to make sure that our approach to this exercise is fair, transparent, legal and consistently applied. It is therefore good practice to use this Equality Impact Assessment Checklist to support this, as it forms part of the University’s approach to EIA.

In the current economic situation, restructuring and other organisational changes are leading to voluntary, and may well lead to compulsory redundancies, which may have equality-related consequences, and may raise compliance issues for the University.

The Checklist is to be used for any restructure and redundancy exercise, not just those that appear to have high relevance in relation to equality and diversity issues. Completion of the Checklist does not need to be a time-consuming or difficult process but should raise some important questions as you carry out the process.

**Once completed, the checklist should be kept in a safe and confidential way, as you may be required to produce it as evidence of your Equality Impact Assessment Exercise.**

**If you would require any help with completing the checklist or would require someone from the ED Team to review the checklist for you, please do not hesitate to contact us by emailing** [**equality@ljmu.ac.uk**](mailto:equality@ljmu.ac.uk)

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| **Section One** | | | | | |
| **Name of the area / protocol that this EIA relates to:** | |  | | | |
| **Faculty/Division:** | |  | | | |
| **School/Service area/Department:** | |  | | | |
| **Checklist completed by:** | |  | | | |
| **Date completed:** | |  | | | |
| **Who is responsible for the Equality Impact Assessment?** | |  | | | |
| **Section Two – Selection Criteria used for Redundancy** | | | | | |
| **Please indicate whether voluntary or compulsory redundancy** | | Compulsory |  | Voluntary |  |
| **1** | **In the case of compulsory redundancy, what selection criteria would you use to carry out this exercise?** |  | | | |
| **Section Three – Stakeholder Consultation** | | | | | |
| **2** | **Who are the main stakeholders and what consultation exercise are you planning to undertake? (e.g. consultation with Staff Networks, Trades Unions, Staff groups?** |  | | | |
| **3** | **Are there concerns that the selection criteria could result in differential or adverse impact on any Equality Groups (Protected Characteristics as identified by the Equality Act 2010)**  *For example:*   1. *if absence records were to be used as a selection criterion for redundancy, you would need to ensure that records clearly identify disability related absence and that redundancy decisions based on absence do not take disability-related absence into consideration)*   b) *It is important to include fixed-term staff in redundancy procedures. If you decide that you will not renew fixed-term contracts, you will need to assess the equality impact of this decision to ensure that groups of staff are not inadvertently discriminated against and that a particular Faculty or Division is not unintentionally affected. For example, Advance He report shows that BME staff members are more likely to be on fixed-term contracts than permanent contracts and that BME staff are more likely to occupy lower paid roles* |  | | | |

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| **4** | **Please indicate against each of the following protected characteristics, what the impact of the redundancy would be and actions you will take to mitigate any negative or adverse impact identified**  *(Where the criteria or procedure is found to have either a positive or negative impact on a particular group it will need to be reviewed or justified within the permits of the law. For example, would it be possible to use redundancy selection criteria that do not result in a high proportion of disabled staff being made redundant? If not, can the use of the original selection criteria and their impact on disabled staff be justified within the permits of the law?)* | | | | |
| **Protected Characteristics** | **Impact** | **Action(s) you will take to mitigate or remove the negative or adverse impact if identified?** | **By whom** | **Time scale** |
| **Age**  *Consider impact on young people, older people etc.* |  |  |  |  |
| **Disability**  *Consider people with hidden disabilities as well* |  |  |  |  |
| **Gender Reassignment**  *Consider people undergoing or have undergone gender reassignment* |  |  |  |  |
| **Pregnancy and Maternity**  *Consider those who are pregnant and those on maternity leave. Consider those wishing to take paternity leave or on paternity leave* |  |  |  |  |
| **Race / Ethnicity**  *Consider potential impact on people from different ethnic groups, nationalities.* |  |  |  |  |
| **Religion or Belief**  *Consider people with different religious, faith and non-belief* |  |  |  |  |
| **Gender**  *Consider women and men with different working arrangements, e.g. shift working, part-time working, etc.* |  |  |  |  |
| **Sexual Orientation**  *Consider Lesbian, gay, bisexual people.* |  |  |  |  |
| **Marriage and Civil Partnership**  *Consider marriage and civil partnership in respect of the due regard to the need to eliminate unlawful discrimination in employment.* |  |  |  |  |
| **5** | **Does your criteria and procedure promote fairness and equal opportunities?** |  | | | |
| **Section Four – Monitoring and Review** | | | | | |
|  | **How will you monitor and evaluate the effectiveness of this measures to determine whether it has been effectively and fairly applied** |  | | | |
| **Section Five – EIA Sign off and Authorisation** | | | | | |
| **This checklist most be signed-off by the Director/Dean or Head of department and kept in a safe place should you need to produce an evidence that you have carried out an EIA** | | | | | |
| **Name & job title of authorised person** | | |  | | |
| **Date of next review, and by whom?** | | |  | | |

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| ***Equality Impact Assessment Guidance Note*** |

**What is Impact Assessment (EIA)?**

Equality Impact Assessment is a thorough and systematic analysis of Policies, Projects, Strategies, Programmes, Practices, etc, to find out their impact (either positive or negative) on particular groups of people.

EIA is a way of knowing if a process, practice, procedure, will directly or indirectly have adverse or differential impact on any of the protected characteristics listed in the Equality Act 2010 (age, disability, gender reassignment, race/ethnicity, religion or belief, gender, sexual orientation, marriage and civil partnership and pregnancy and maternity.)

We are expected to conduct a systematic analysis of the impact of all our current, intended or draft policies, processes, procedures and practices on the above different groups to ensure that they do not have any negative, adverse or detrimental effect on any of them.

**When do we need to conduct an EIA?**

* When we are introducing a new policy, strategy or project, programme, etc
* When we intend to revise an existing policy, strategy or project, programme, etc

**General Duty of the Equality Act 2010**

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not.