

Appendix B

**Equality and Diversity Impact
Assessment – Initial Screening**

Equality and Diversity Impact Assessment – Initial Screening

Title of Policy, Procedure or Function: Management of Staff Contracts and Consultation on Avoidance of Redundancy

School/Department: University wide

Author/Position: Human Resources

**Date created:
17/11/2008**

1. Aims and purpose of Policy, Procedure or Function:

Consultation on Avoidance of Redundancy:

The aim is to identify consultation processes that;

- Ensure that any legal obligations are met regarding collective consultation on redundancy
- Develop provisions with the aim of improving job security for University Staff who may find themselves at risk of redundancy
- Are constructive and function in a manner that is consistent with partnership working between the University and its recognised Trade Unions's
- Are realistic, workable and meaningful
- Are robust, are adopted throughout the University and can be developed in light of experience; and
- Take account of the University's strategic ambitions and its funding

2. Stakeholders:

- University Court
- Management Team
- Human Resources
- Trade Unions
- All members of University staff

3. Consultation/Involvement

This has been undertaken through the below mechanisms;

- JNCC
- SSLC
- CNC
- Meetings regarding collective consultation between Trade Union's and Human Resources
- College and School executive meetings

Organisation/person
consulted or involved

Date, method and by
whom

Location of
consultation records

University Management Team, Human Resources, National, Regional and local officers from Trade Union's	JNCC meetings on: 17/11/2008 22/01/2009 05/03/2009 30/04/2009 21/05/2009 04/06/2009 07/10/2009 25/11/2009 21/01/2010	Human Resources webpage
University Management Team, Human Resources, National, Regional and local officers from Trade Union's	SSLC meetings on: 19/11/2008 13/01/2009 12/05/2009 09/09/2009 17/11/2009	Human Resources webpage
University Management Team, Human Resources, National, Regional and local officers from Trade Union's	CNC meetings on: 17/04/2009 07/10/2009 11/12/2009	
Human Resources, College Management Team	Monthly college Executive Meetings	
Human Resources, School Management Team	Monthly School Executive Meetings	
Management Team , Human Resources, all staff members	Research Concordat briefing 08/02/2010	
Human Resources, Trade Unions	Meetings on Collective Consultation, 22/01/2010 12/02/2010	

a) Brief summary of results of consultation indicating how this has affected the Policy, Procedure or Function

The policy is fully compliant with UK employment legislation in relation to individual and collective consultation.

The policy is continually revised to ensure that legal requirements are met, equal treatment of staff, equality and diversity obligations are fulfilled and that the policies are fit for purpose.

Policy, Procedure or Function (delete as appropriate)	Relevance to promotion of equality of opportunity, elimination of discrimination and promotion of good relations between people of different minority groups						
	Race	Disability	Gender	Age	Sexual Orientation	Religion or Belief	Gender Reassignment
1. Does the policy, procedure or function impact directly on the public or (for internal issues) students/staff regarding:	0	0	0	0	0	0	0
2. Is there any evidence or reason to believe that someone could be affected differently (either individually or as a group) on his or her race, ethnic origin, religion, age, gender, disability, sexual orientation or gender reassignment regarding:	0	0	0	0	0	0	0
03. Is there evidence that the above mentioned groups are being affected differently regarding:	0	0	0	0	0	0	0
04. Is there public/political concern that the policy, procedure or function is operated in a discriminatory manner regarding:	0	0	0	0	0	0	0
5. Does this policy, procedure or function involve the use or discretionary use of statutory powers or authority regarding:	0	0	0	0	0	0	0
6. Does this policy, procedure or function present opportunity to improve community relations regarding:	0	0	0	0	0	0	0
7. Does this policy, procedure or function concern equality of opportunity for students/staff regarding:	0	0	0	0	0	0	0
Impact on individual equality strands i.e. Race, Religion etc.: Score - High (7-5), Medium (4-3), Low (2-1), N/A (0)							

Note – Completion of the template requires each strand to be examined individually. The final relevance score is obtained by totalling vertically the number of equality questions that are answered yes in each strand. The highest relevance score will determine the impact of the policy, procedure or function irrespective of diversity strand.

4. Impact of policy, procedure or function on equality

High Medium Low N/A

5. Publication

a) Provide details of arrangements to publish initial screening:

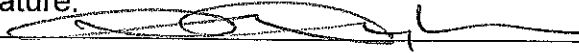
Advisory Group on Equality and Diversity, next meeting on 01/03/2010.

6. Review Date: In one year

Author (Name and Position):

DEBBIE DYKER, SENIOR HR MANAGER

Authors signature:



Equality and Diversity Advisor (Name):

Equality and Diversity Advisor signature:

7. Date of submission to JCED: 01/03/2010

Approval Yes No