

Equality Analysis (EA) screening tool

This screening tool is intended to support decision-making about whether an Equality Analysis (EA) (sometimes referred to as Equality Impact Assessment) is required or not.

It is intended to be light-touch and not require use of data but to draw on the users' knowledge and readily available information.

It is recommended that the user has undertaken the University's Equality Analysis training before using this tool.

This tool is guidance only. It is the process/policy owner's responsibility to consider these questions at depth and seek further guidance if unsure.

Please refer to definitions and explanatory notes on page 3 while using the tool.

Record your answers to the questions in the 'record of decision' template as you may need a record of your justification if you choose not to do an EA.

Equality Analysis Screening Tool: Record of decision

Record your answers. You may need a record of your justification if you decide EA is not required.

Title/name of what you are deciding about:		Date:
Name of person completing template:		OVERALL DECISION:
Questions	Your answer	Instruction
<p>Step 1: Does it affect students, colleagues or our wider community, even a small number? Note: EA is not intended to be used for decision-making about an individual.</p>		<p>If yes, proceed to next step.</p> <p>If no, EA is likely not required.</p>
<p>Step 2:</p> <p>Does it affect the core functions of the University/Faculty/PS Hub/School/Unit/Service? For example, relating to teaching, research, employment, service provision.</p> <p>Will it determine what we provide or how we do things? Examples: strategy, major funding allocation, policy, procedure, process, practice, major project or plan, service or system.</p> <p>Might interested parties reasonably expect an Equality Analysis to have been carried out? For example, has feedback suggested there are EDI issues or is this important to people? 'Reasonably' means stakeholder expectations are in line with the answers to the other questions in this screening tool.</p>		<p>If yes to any of these question, proceed to next step.</p> <p>If no, EA is likely not required but can still be useful.</p>
<p>Step 3: If this is at Faculty/School/Unit/Service level, do you have control over it? For example, for a University level policy, EA should be undertaken at University level unless you are making significant changes at local level.</p>		<p>If not relevant, proceed to next step.</p> <p>If yes, proceed to next step.</p> <p>If no, EA is likely not required at this level.</p>
<p>Step 4: Is it something new or being revised/changed or withdrawn?</p>		<p>If yes, EA is likely required.</p> <p>If no, proceed to step 5.</p>
<p>Step 5: Has it had an EA less than 5 years ago?</p>		<p>If yes, proceed to next step.</p> <p>If no, undertake EA at next review point, unless feedback or evidence indicates this is a priority for an immediate EA.</p>
<p>Step 6: Is the previous EA fit for purpose? For example, does it cover all protected characteristics, is it still relevant/not out of date, does it use evidence/data/feedback?</p>		<p>If yes, a new EA is not required but the previous EA should be reviewed at the next review point.</p> <p>If no, undertake EA at next review point, unless feedback or evidence indicates this is a priority for an immediate EA.</p>

Equality Analysis Screening Tool: explanatory notes

Step 2

- A **strategy** is a written document setting out the vision and objectives of the University, or a particular part of the University or aspect of its operations, and outlines the broad plan of action to achieve this during a specified period.
- A **major funding allocation** could be at University, Faculty, and PS Hub, School or Unit level e.g. major funding received/allocated to create a research centre or doctoral training centre, or major estates developments.
- **Organisational change** includes transformation schemes that impact on organisational or management structures, systems, and processes. It includes restructures, e.g. of a School or Unit, and major change projects.
- A **policy** is a written document setting out the way things are done within the University, Faculty, School or Unit. It sets the direction and a system for guiding decision-making.
- **Procedures, protocols and guidance/guidelines** set out specific instructions used to implement a policy.
- A **practice** is a customary, habitual, or expected procedure or way of doing of something. It may or may not be written down.
- A **major project or plan** is a larger project or plan that involves or affects multiple stakeholders either within one Unit, across many Units or the whole University. It does not necessarily have a large budget but is important to the Unit/School/Faculty or University and will make decisions or changes or produce outputs that impact on the ways things are done or what is provided to students, colleagues or other service users.
- **Service changes** in the context of the University include significant changes to all of the services we provide to our students and colleagues and other service users, including teaching, e.g. moving teaching online or closing a programme of study, estates and facilities, such as relocating offices, redesigning a café or reviewing faith facilities, and student and academic services, such as adding a new service or stopping a service, employment related services e.g. pensions, pay.
- **System changes** include significant changes to our digital systems infrastructure, data management systems, online learning platforms etc.

You may be aware of issues that have been highlighted in relation to what you are considering, such as an individual or group having flagged an EDI issue in relation to an existing policy, or EDI issues about the topic or area that you are considering having been previously raised or discussed at a committee or group meeting. If so, an Equality Analysis is important to enable these to be captured, explored and considered more fully.

What you are considering may be very important to people, for example if it relates to what they will receive/benefit from, or the conditions/environment they will work or study in. If so, it is likely an Equality Analysis might be expected, and would be useful.

‘Reasonably’ means stakeholder expectations are in line with the other previous questions in the University’s screening tool – e.g. it is something relating to the core functions of the University/Faculty/PS Hub/School/Unit/Service e.g. employment, teaching, research, service delivery etc and it affects people and is new, being changed or withdrawn.