

## Northumbria University

### Record of Equality Analysis

*Blue boxes - are to be filled in*

*Yellow boxes – please delete as appropriate*

School, Service or Committee	
Name of policy :	
Name(s) of those undertaking the Equality Analysis:	
What are the main aims of this policy?	
Who are the main stakeholders of the policy?	
Who is responsible for developing this policy?	
Is this a new or existing policy?	
Who is responsible for approving it?	
Who is responsible for implementing it?	
Is the policy equality relevant?	
Is there the possibility of discrimination or adverse impact?	
Does the policy provide an opportunity to promote equal opportunities?	
Does the policy provide the opportunity to foster good relations between people from different groups?	
Please identify what data has been collected in relation to this policy:	
Please identify any internal/external groups consulted regarding this activity:	

#### Considering Evidence and Data

Please use this section to consider evidence and data to properly assess the likely or actual impact on each of the groups in turn. You should consider wide ranging data sources such as any relevant surveys, archived materials, database records, audits, consultation results, research, studies, reports feedback etc regarding this particular function or policy.

Analyse the existing evidence and data. What does it tell you? Provide relevant or necessary details in the columns below:

General Observations	
Age	
Disability	
Gender Reassignment	
Marriage and Civil Partnership	
Pregnancy and maternity	
Race	
Religion or Belief (or lack of religion or belief)	
Sex	
Sexual Orientation	

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Is there enough data for an accurate judgement to be made?	YES/NO
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If YES, please go to Section 3. If NO, please explain:

Where do the gaps exist?	
An interim Analysis can be undertaken. In this case, what further data do you intent to collect and in what time-scale?	

Please continue to Section 3 and complete as fully as possible.

#### Assess the likely impact on Equality Groups and consider alternatives if necessary

Based on your findings above, please tick ✓ the appropriate boxes below and summarise your reasons where appropriate.

Equality Group	Negative Impact	Positive Impact	No Impact	Unknown	Reasons
Age					
Disability					
Gender Reassignment					
Marriage and civil partnership					
Pregnancy and Maternity					
Race					
Religion or belief					
Sex					
Sexual Orientation					

If you have indicated there is a negative or positive impact on any group(s), is that impact:

	YES/NO	Please provide details
Legal/Lawful – is the function/policy directly or indirectly discriminatory and permitted under UK legislation?	YES/NO	
Intended – can it be justified under the Act(s)?	YES/NO	
Could you make changes to the function/policy or its implementation to prevent or minimise any adverse impact or unlawful discrimination, while still achieving the aims?	YES/NO	
Could you consider alternative processes/policies that might provide equality better?	YES/NO	
If the impact is positive how will this be safeguarded?		

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Recommendations

Please indicate your findings on the basis of your analysis.

<b>No major change:</b> the policy is robust in relation to equality and can progress as planned.	
<b>Adjustment required:</b> there are some barriers or potential for adverse impact and the policy should be adjusted accordingly.	
<b>Continue as planned:</b> there is the potential for adverse effect. However the adverse impact can be objectively justified and there is no risk of unlawful discrimination. Please indicate the objective justification for this and how the decision was reached.	
<b>Stop and remove the policy:</b> there is the potential for adverse impact which cannot be justified or mitigated and / or there is a risk of unlawful discrimination.	

**Developing an Action Plan**

As a result of this analysis, consultation, research and available evidence collected please state whether there will need to be any changes made/planned to the policy. Please specify what practical actions need to be taken to either reduce or remove any identified negative impact.

Action Required to Address the issue(s)	Timescales	Responsible Lead

NB: it is important that these objectives and the actions are incorporated into School or Service operational or work plans as appropriate.

**Monitoring and Review**

Is this a Full or Interim Analysis?	
Planned date of Analysis?	
Have you set up a monitoring/evaluation/review process to check the successful implementation of changes to the function/ policy?	
Please explain how this will be done?	

Equality Analysis completed by:

**Northumbria University**

**Record of Equality Analysis**

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<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

**Nominated person: I confirm that I have been briefed and agree with the results of this Equality Analysis.**

<b>Name:</b>		<b>Date:</b>	
<b>Job Title:</b>			

Please note the following:

It is essential that this full Equality Analysis is discussed by your Management Team and remains readily available for inspection.

Please forward this completed Equality Analysis to [equality@northumbria.ac.uk](mailto:equality@northumbria.ac.uk) .