

## Equality Analysis – Frequently Asked Questions

These FAQs aim to provide an introduction to undertaking Equality Analysis work at BU. Full guidance can be found at: <http://ow.ly/lwAF30i4uNi>

### 1. Why am I being asked to undertake an Equality Analysis?

There are many reasons why staff should undertake an Equality Analysis (EA). Primarily this is a result of BU's commitment to inclusivity within BU2025. This is part of a wider set of processes designed to maximise fair treatment to all.

### 2. What is an Equality Analysis?

EA is a tool for ensuring that the protected characteristics equality are fully considered when drawing up or reviewing policies or proposals which affect the delivery of services. Undertaking an EA should help us to:

- Determine how the BU work will impact or affect different communities, especially those groups or communities who experience inequality, discrimination, exclusion or disadvantage.
- Measure whether our work will have a negative, neutral, or positive effect on different communities.
- Make decisions about current and future services and practice based on these assessments.
- Develop ways of checking the effects of new or changing policies or proposals if they are introduced.

### 3. Why do Equality Analysis?

We need to carry out EA's because there is a legal requirement to show due regard in relation to the protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity (including paternity)
- Race (colour, ethnic or national background)
- Religion or belief (including non-belief)
- Sex
- Sexual orientation

We are also carrying them out because they:

- Support the BU 2025 commitment to equality and diversity
- Are helpful in identifying improvements to services.
- Help avoid continuing or adopting harmful policies or procedures.
- Help us to make better decisions.
- Will help us to identify how we can make our services more accessible and appropriate.
- Will help BU to become a more inclusive organisation and meet its ambitions in relation to a diverse student and staff body.

#### **4. What is the Equality Analysis process?**

Throughout the academic year, the Equality and Diversity Service will contact Executive Deans and Directors of Professional Services to establish what EA work is being undertaken within their Faculty or Professional Service.

Each individual will be asked to respond to four questions. These questions will be sent out in September, January, March and June every year. It is anticipated that the majority of the answers to the questions will be provided in September as a result of annual delivery planning, with updates being provided throughout the year.

Responses to these questions will be used to understand what EA work is being undertaken within Faculties and Professional Services. If the response identifies that an EA will be undertaken, the Equality and Diversity Service will ask for a copy to be provided.

The individual undertaking the EA needs needs to have knowledge and understanding of the proposed activity. In addition, they require knowledge and understanding of relevant equality issues and must attempt to be objective about the activity when undertaking the analysis.

When undertaking an EA, it is recommended these are undertaken within a group of people and not in isolation.

A report on EA work is provided at each Equality and Diversity Steering Group meeting. This is based on the response to the questions and other available information provided to the Equality and Diversity Service.

You should inform your Executive Dean or Director of your Faculty/ Professional Service when you are updating the policy you are responsible for that an EA will be undertaken.

The Equality Analysis should be undertaken prior to the start of the activity. It should not be undertaken at the end.

An EA should be undertaken when policies are reviewed and should be viewed as part of normal business activity.

**5. How do I complete the Equality Analysis form?**

You should not be scared by the form! It is recommended that you work through each section and provide explanatory comments. When completing the form it is suggested you complete it with colleagues.

**6. What happens after an Equality Analysis is completed?**

Completed EAs should be sent to the Equality and Diversity Service via email to [diversity@bournemouth.ac.uk](mailto:diversity@bournemouth.ac.uk). The EA will be saved to SharePoint at the following location: <http://ow.ly/oz8V30i4eWZ>

**7. What support is available?**

The Equality and Diversity Adviser is available to provide advice on undertaking an analysis. It is expected that the analysis is undertaken by staff within either a Faculty or Professional Service. Staff development sessions are available. Further information can be found at: <http://ow.ly/d9Po30i4eGp>

**8. What happens if we don't do an EA?**

There is a risk that BU will not be able to provide evidence of its BU2025 strategic commitment to Equality and Diversity issues. In addition, the University will not be showing due regard under the Equality Act 2010 and as a result may face litigation.