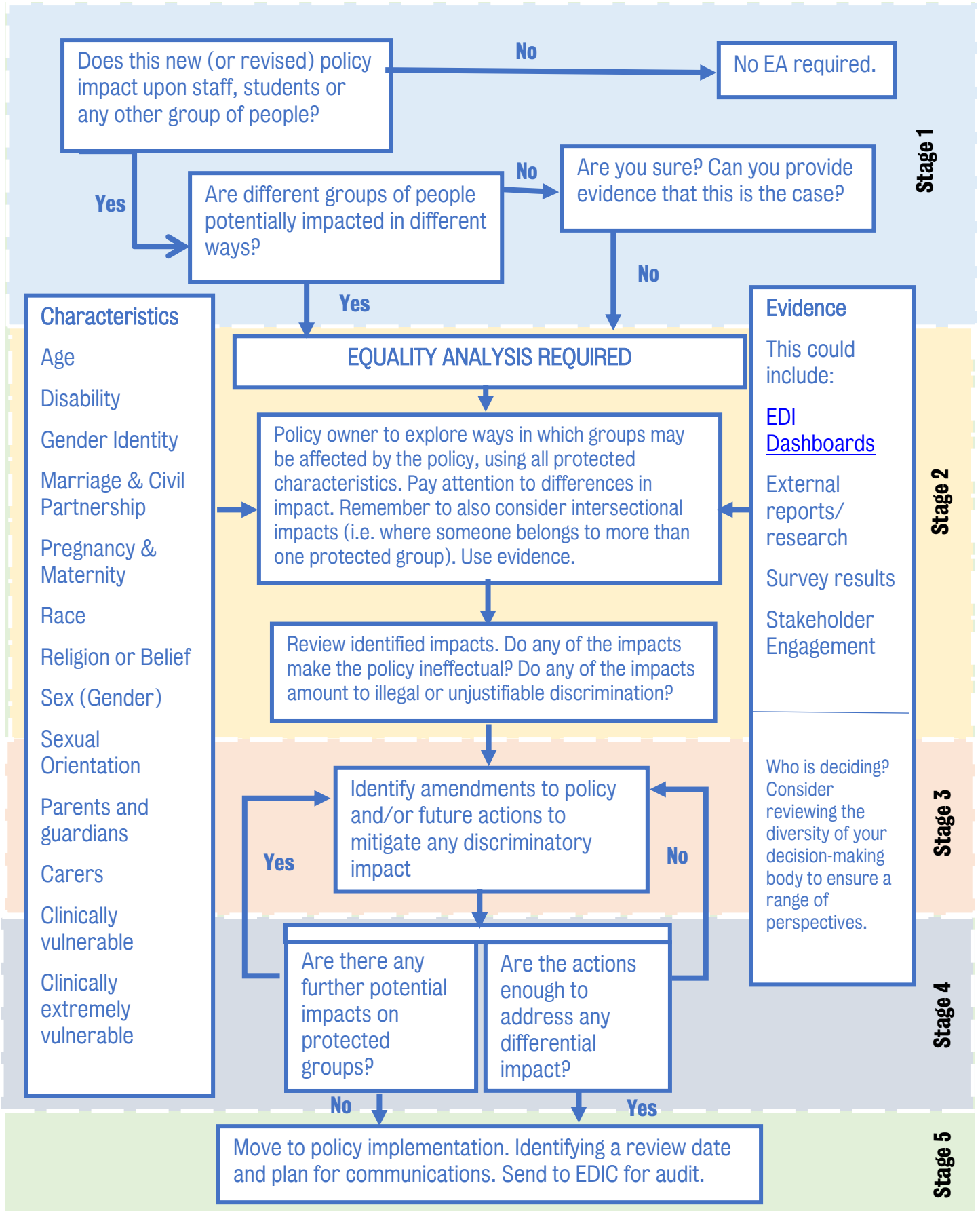


# COVID19 EQUALITY ANALYSIS PROCESS



# COVID19 EQUALITY CHECKLIST

|  |   |
|--|---|
| <p style="text-align: center;"><b>Stage 1:</b></p> <p><b>Proposal details and evidence</b></p> <ul style="list-style-type: none"> <li>○ How diverse are your decision-makers?</li> <li>○ What are the intended aims and outcomes of the policy*?</li> <li>○ What is the relationship with other University policies and/or functions?</li> <li>○ When is it planned to be introduced?</li> <li>○ Who are the potential staff and students affected?</li> <li>○ What number of staff and students are affected by the policy?</li> <li>○ What evidence is available to assess the impact of this policy on particular groups?</li> <li>○ What steps can you take to fill the information gaps where relevant?</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Characteristics: Age, Disability, Gender Identity, Marriage &amp; Civil Partnership, Pregnancy &amp; Maternity, Race, Religion or Belief, Sex, Sexual Orientation, Parents &amp; Guardians, Vulnerable &amp; Extremely Vulnerable</p> </div> | <p style="text-align: center;"><b>Stage 2</b></p> <p style="text-align: center;"><b>Assessing impact</b></p> <ul style="list-style-type: none"> <li>○ Do policy outcomes differ concerning different protected characteristics?</li> <li>○ If there is a greater impact on one group, is that consistent with the policy aims?</li> <li>○ Will the proposal deliver practical benefits for certain groups?</li> <li>○ Do other policies etc. need to change to enable this policy to be effective?</li> <li>○ <b>Can the policy be objectively justified?</b><br/>e.g.             <ul style="list-style-type: none"> <li>a. Is there a real business need?</li> <li>b. Is it proportionate and appropriate?<br/>e.g.                 <ul style="list-style-type: none"> <li>i. Does the need outweigh the discriminatory impact?</li> <li>ii. Can the aims reasonably be achieved by less discriminatory methods?</li> </ul> </li> </ul> </li> </ul> |
| <p style="text-align: center;"><b>Stage 3</b></p> <p style="text-align: center;"><b>Action planning and mitigations</b></p> <p><b>No major change</b> – your analysis demonstrates that the policy is robust, that the evidence shows little or no potential for discrimination</p> <p><b>Adjust the policy</b> – this involves taking steps to remove barriers or to better advance equality.</p> <p><b>Continue the policy</b> – this means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate.</p> <p><b>Stop and remove the policy</b> – if there are adverse effects that are not justified and cannot be mitigated, you will need to consider stopping the policy altogether.</p>  | <p style="text-align: center;"><b>Stage 4 and 5</b></p> <p style="text-align: center;"><b>Final decisions, communications and review</b></p> <ul style="list-style-type: none"> <li>○ Are there any further potential impacts on protected groups?</li> <li>○ Are the actions enough to address any differential impact?</li> <li>○ Where any adverse impact has been identified and addressed, you need to consider the impact of your final decision on other equality groups and how this will be communicated.</li> <li>○ If there is any potential positive impact or opportunity that can be highlighted.</li> <li>○ Set a plan for monitoring and a date for review</li> </ul>   |

\*Policy is used to refer to all changes in policy, practice or process. This document is designed to be used with the EDI COVID19 Equality Analysis resources.