

Equality analysis form

If the activity you are planning to analyse is covered by an existing Equality Analysis or a relevant former Equality Impact Assessment, please use Section 2 of the form to highlight any updated information. The updated form should be sent through to the Equality and Diversity Unit for feedback, the start of the online consultation process and publication.

Section 1

Equality Analysis Screening

The following questions will identify whether a full Equality Analysis will be required. Please read the Equality Analysis guidance prior to completing the screening.

1. Name of the activity (strategy, policy, practice etc)

IT Services (ITS) Supplier Management project.

2. Will this activity have the potential to deliver positive outcomes for students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Yes – the activity is designed to improve ITS supplier management performance and therefore services provided by ITS to staff and students.

ITS staff are expected to benefit from a new supplier management policy, process and procedure through clarification of responsibilities and provision of a central system to hold information about ITS suppliers.

3. Will this activity have the potential to create negative impacts on students, staff and/or visitors from equality groups? Please provide evidence for your answer.

Responsibilities and suggested activities to manage suppliers will be defined. There is a risk that these responsibilities will create a resource pressure on some ITS staff nominated to manage suppliers if they did not fulfil this role prior to the project.

To mitigate this, senior managers from all service areas will be represented on the Project Board, with authority to influence the definitions of responsibilities as well as feedback on any issues reported by staff.

4. Does the activity have the potential to impact equality groups in the following ways:
- Access to or participation in UWE Faculties or Professional Services?
 - Levels of representation across the UWE workforce?
 - Student experience, attainment or withdrawal?
 - Staff experience?

Please indicate YES or NO. If the answer is YES then a full analysis must be carried out. If the answer is NO, please provide a justification.

Yes – see section 2 and 3 above.

--

Equality analysis screening sign off:

Faculty Dean or Head of Service	Sarah Boyd
Faculty / service	ITS Compliance & Security
Date	30/05/18

Please return the completed form back to the Equality & Diversity Unit for feedback and publication

Section 2

Full Equality Analysis

1. Name of the activity (strategy, policy or practice etc)

IT Services (ITS) Supplier Management project.
--

2. What is the aim of the activity (objective or purpose)?

<p>The aim of the project is to improve ITS' supplier management process to ensure that suppliers are managed effectively and maximum value is achieved from contracts. SharePoint will be used as the central system to hold information about ITS suppliers. This will be accessible by all ITS staff who have a need to look up details about a supplier. It will include a supplier register with a list of all ITS suppliers and the following associated information for each supplier:</p> <ul style="list-style-type: none">• Named ITS staff member fulfilling the supplier manager role• Named supplier contact• Supplier category (strategic, tactical, operational, commodity)• Relationships with any other ITS suppliers e.g. re-sellers• Contract document• Supplier review meeting minutes

3. If amending a current activity, what changes are proposed?

n/a

4. Who is responsible for developing and delivering the activity?

Damian Gibson – ITS Compliance & Improvement Specialist

5. What measures will be used to assess whether the activity is successful?

<p>New KPIs for supplier management process that will be monitored are:</p> <ul style="list-style-type: none">• Suppliers with contract documents saved to central system

- Suppliers with named staff to carry out supplier management responsibilities.
- Supplier performance reviews carried out within recommended timescale based on the supplier's categorisation.

6. Does the activity have a potentially adverse impact on equality groups, in terms of employment issues and/or service delivery for students and/or staff? In the table below, please give evidence to support your yes or no answers. If the answer is not known, indicate how you will source evidence.

Meeting the public sector equality duty

Please also use the table below to demonstrate whether the activity has the potential to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. Please use the 'no' column to highlight your responses.

	Yes	No	Not known
Women and men		No impact	
Trans people		No impact	
Black and minority ethnic groups		No impact	
Disabled people		No impact Our existing SharePoint system has been chosen as the central repository for information about ITS suppliers. SharePoint is familiar platform to UWE staff and compatible with any users with specialist needs e.g. screen reading software. A note will be taken of all staff on long-term sickness absence or maternity leave and these staff will receive a briefing about the change upon their return to work.	
Younger or older people		No impact	
People of different religion and beliefs		No impact	
Lesbian, gay, bisexual people		No impact	
Marriage and civil partnership		No impact	
Pregnancy and maternity		No impact See above comment re briefings upon return to work	
All ITS staff		There is a risk that newly defined responsibilities for managing suppliers will create a resource	

		<p>pressure on the ITS staff nominated to fulfil this role.</p> <p>To mitigate this, senior managers from all service areas will be represented on the Project Board, with authority to influence the definitions of responsibilities as well as feedback on any issues reported by staff. The ITS leadership team will be asked to endorse the new supplier management policy, process and staff responsibilities. Any significant resource issues caused by the new policy will be raised with the ITS leadership team to agree remedies.</p>	
--	--	---	--

7. Please give evidence of how you have engaged equality groups in the equality analysis process. Is further engagement required?

The project will engage with ITS staff in the following ways:

- All ITS service areas represented on the Project Board.
- Specific email updates/ request for information to ITS Extended Managers.
- Updates in the monthly ITS newsletter to all staff.
- Briefings to support documentation for supplier managers when the new policy, process and procedure is rolled out.

8. What action can be taken to mitigate any potential negative impacts or address different needs? Please comment and then complete an action plan (see appendix 1).

No negative impacts are foreseen to affect any specific group.

9. Please indicate the level of equality relevance:

- High
Medium
Low

10. **Equality analysis sign off:**

Faculty Dean or Head of Service	Sarah Boyd
Faculty / service	ITS Compliance & Security
Date	30/05/18

Please return this form to the Equality and Diversity Unit for feedback, the start of the consultation process and publication.

Equality analysis - action plan

Appendix 1

Name of activity:

Plan completed by:

Service / faculty:

Issues	Actions required	Responsible Person	Resources required	Target date	Success Indicators	What progress has been made?
Information/data required						
Consultation						
Monitoring and review arrangements						
Publication						
Other actions						

Please return form to the Equality and Diversity Unit