

## Equality Analysis

This form enables you to reflect on your proposed activity, and to assess the potential positive and negative impacts it might have on different members of the community. The Equality Analysis is designed to help you ensure your activities are meaningfully considered and not spending your time on an activity that will later need to be changed or disbanded due to not thinking about the practical needs of diverse communities who we are required to protect. If you have any questions about how to complete this Equality Analysis, please read the [Guidance](#) or contact the Equality, Diversity and Inclusivity Team: [edi@uwe.ac.uk](mailto:edi@uwe.ac.uk).

**Activity Title:** Report and Support (R&S) for Staff

**Project Manager and Contact:** Catherine Parker, Assistant Director of People (Staff Journey), People and Organisation Development (P&OD)

### Proposed activity (change, refresh, policy, process or practice) being analysed

Report and Support (R&S) for staff is an activity to extend the existing R&S online platform for students provided by Culture Shift to enable staff to report on staff from 4 November 2024. The aims are:

- Simplifying reporting pathways and referral processes will allow UWE Bristol to work more effectively and respond to trends.
- Data from reports will help identify trends across the University, so that appropriate interventions can be established to address concerns identified, such as communications campaigns, targeted training, awareness raising etc. to support in creating a safer university and culture change.

The online platform will enable staff to report incidents and obtain relevant support information around ten different categories:

- Anti-social behaviour.
- Bullying.
- Discrimination.
- Domestic violence or abuse.
- Harassment.
- Hate incidents/crime
- Physical violence.
- Safeguarding and vulnerable adults.

- Sexual misconduct.
- Sexual harassment.
- Other.

The platform will provide the option for reporting with contact details or anonymously. Where individuals report anonymously, no personal information will be collected. The report will be used for statistical purposes only and individuals won't hear back. The information will help to identify trends or problems that need addressing. Individuals can opt-in to the anonymous messaging service so they can ask questions.

Where individuals report with contact details, a member of the People Services team will contact them within three working days to acknowledge receipt of their report. Depending on the nature of the issue raised, the report will be assigned to the relevant People Partner to investigate and to support them with the next steps.

Summarised data reports will be shared with the CPO Directorate and the Health and Wellbeing Strategy group on a quarterly basis. Should the data reveal trends of issues in specific areas, People & OD will seek to provide interventions with the aim of reducing and eliminating those issues.

This activity will deepen and broaden the University's commitment to supporting appropriate social norms development on campus, building on the anti-racism strategy.

What sources of information/ data, or who have you identified to help explore potential equalities impacts?

Information/data: feedback on EA, feedback from stakeholders, Staffing Statistics, staff survey

Stakeholders: Trade unions, staff networks, EDI team, Student Services, ITS, P&OD, PBI for data development

Assessing the activity from different perspectives

**Action Planning:** how will you mitigate negative and maximise positive outcomes?

**Please feed information from this action plan to your activity's own planning documents e.g., action plans, risk registers, benefits maps**

	<b>Possible Positive Impact on Group</b> Include relevant data if possible	<b>Possible Negative Impact on Groups</b> Include relevant data if possible	<b>Actions Required</b>	<b>Responsible Person</b>	<b>Target date</b>	<b>Success indicators</b>	<b>Progress to date</b>
<b>All</b> (possible impacts affecting many groups)	Increased awareness of: Anti-social behaviour. Bullying. Discrimination. Domestic violence or abuse. Harassment. Hate incidents/crime Physical violence. Safeguarding and vulnerable adults. Sexual misconduct. Sexual harassment.		R&S information included on staff Induction Checklist, information for visitors and Contractor Safety Pack (via Jeni Stevenson, Statutory Assurance Manager - <a href="https://www.uwe.ac.uk/-/media/uwe/documents/about/services/contractors-safety-pack.pdf">https://www.uwe.ac.uk/-/media/uwe/documents/about/services/contractors-safety-pack.pdf</a> P17)	Nina Stonelake	7 Nov 24	Increased awareness of R&S	NS sent wording to Jeni Stevenson to be added statement to Contractor Safety Pack
			R&S online platform and support information easily and clearly accessible from UWE website and staff intranet.	Nina Stonelake	4 Nov 24	Usage of R&S platform	Links to online platform on UWE website and new staff intranet page
			Development of Communications and Engagement plan to ensure awareness of R&S and benefits of reporting.	Nina Stonelake/ Vicki Barnes	21 Aug 24	Awareness of R&S	Plan prepared by NS/VB and reviewed by project team

			A range of Equality, Diversity and Inclusion training is available for all staff via MyLearning	Karl Daly	4 Nov 24	Awareness of EDI	Link to training in support sections
		Anxiety and stress created by incidents.	Clear communications to ensure reporters know what actions will be taken and the support that they will receive both before and after they make a report.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Awareness of R&S	Online platform and communications include detail of actions following an anonymous report and report with contact details
		Reporters may consider measures used to evaluate R&S (statistics, case studies) could identify them.	<p>Communications to include reassurance that evaluation/ usage data will be anonymised.</p> <p>If case studies are produced, the people involved will not be identifiable from the text. Evaluation/usage data and case studies will help increase awareness about the benefit of reporting incidents.</p>	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Communications included wording agreed with EDI team: "We use the information to help us identify trends across UWE, so that appropriate interventions can be established to address concerns identified, such as communications campaigns, targeted training, awareness raising etc. to support in creating a safer university and culture change".

		Non-computer based staff may have less access to online communications and therefore less awareness of R&S	Communications and Engagement plan to include range of communication methods to promote e.g. posters.	Nina Stonelake/ Vicki Barnes	17 Aug 24	Awareness of R&S	Plan includes range of methods including Report and Support poster
		R&S online platform could be a barrier for non-computer based staff and staff with less knowledge and use of electronic communications e.g. manual staff.	Creation of video to demonstrate platform and reporting process	Vicki Barnes	4 Nov 24	Awareness of R&S	Video created by VB for inclusion in communications and intranet page
		Lack of trust that R&S platform is confidential and staff know what happens after reporting.	Communications and online platform to include clear outline of reporting process.	Nina Stonelake	4 Nov 24	Usage of R&S platform	Process included in communications and online platform. Platform includes link to UWE Privacy Policy
		Awareness that not everyone has a supportive family or support network to rely on for emotional support following an incident.	R&S platform to include links to support available at UWE and external providers.		4 Nov 24		Links to specific staff support (internal UWE and external) included on platform for each category
		Increased confidence in reporting process leading to increased number of reports resulting in	Monitoring of usage including consideration of resourcing needs.	Catherine Parker	Ongoing		Usage to be monitored by Head of People Services

		insufficient resource in P&OD.					
<b>Age</b> (older people, younger people)		Staff from different age groups may have differing attitudes to acceptable behaviours.	Communicate examples, scenarios of acceptable behaviours – link to Dignity and Respect intranet guide.  R&S platform includes descriptions of situations (categories) for reporting.	Nina Stonelake	4 Nov 24	Usage of R&S platform	Online platform includes link to categories and Dignity and Respect Guide
<b>Disability,</b> including mental health and non-visible disabilities		9.6% staff declared as disabled (Annual staff equalities monitoring report 2022/23). Certain groups e.g. visually impaired, dyslexic could experience problems accessing R&S platform.	R&S resources designed to meet UWE accessibility checks.  Adjustments may be required for accessing information in different formats	Ian Stratton and Culture Shift			Resources shared with Martyn Gwyther for feedback
		Images in promotion, communication and resources may not represent non-disabled people.	Engage with disabled staff network and neurodiverse staff network for feedback.	Nina Stonelake/ Vicki Barnes  Natalie Mueller	4 Nov 24  25 Sept 24	Disability Working Group	No images are being used. Difficult to buy in campaigns.  Draft intranet content shared with staff network chairs for feedback

		Certain groups of disabled staff e.g. those with mental health issues may not be able to recognise unacceptable behaviours.	Communications to include links to acceptable behaviours outlined in the Dignity and Respect Policy and intranet guide.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Online platform includes link to categories and Dignity and Respect Guide
		Neurodivergent staff may have concerns around how they provide and receive information within the reporting processes.	Engage with staff Neurodiverse staff network chair (Sarah Chicken)  Support to be provided by WECIL if needed.	Catherine Parker	10 Sept 24 Staff Network Chairs meeting	Usage of R&S platform	Attended staff network chairs meetings 10 Sept and arranged follow up meeting 2 Oct
<b>Women and men</b>		Majority of part-time staff are women. Part-time staff may have reduced access to R&S communications and support due to their shorter working hours.	Specific promotion of R&S to Women's staff forum.			Usage of R&S platform	Staff network chairs emailed R&S information to their members on launch.  Emailed Chairs of Women's Forum Dec 24 (post launch) to promote to members including reminder of intranet guide and poster. Group to share with members and post on Teams site for reference.
		Data usage on other support services (EAP, MYNDUP) informs us that	Promotion material to be guided towards supporting both men	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Staff network chairs emailed R&S

		women are more likely than men to engage with services.	and women. Build case study/testimonial from men.  Specific promotion of R&S to Men's mental health and wellbeing group				information to their members on launch.  Emailed Chairs of Men's group Dec 24 (post launch) to promote to members including reminder of intranet guide and poster. Group to share with members and post on Teams site for reference.
<b>Trans and non-binary people, including gender reassignment</b>		Possibility of trans staff not being comfortable reporting incidents due to lack of awareness of their situation in the workplace e.g. if not out in work.	Communications to include reassurance that usage data will be anonymised.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Communications included wording agreed with EDI team: "We use the information to help us identify trends across UWE, so that appropriate interventions can be established to address concerns identified, such as communications campaigns, targeted training, awareness raising etc. to support in creating a safer university and culture change".

		Research shows that people considering, going through or having gone through reassigning their gender experience high levels of stress and anxiety.					
<b>Marriage and/or civil partnership</b>	Not known						
<b>Pregnancy and/or maternity, including Adoption</b>	Not known						
<b>Race, including ethnicity and citizenship</b>		Technical and specialist language could be a barrier for some people.	R&S communications and materials to be written in plain English.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Draft intranet content shared with staff network chairs and trade unions for feedback
		English language may create a barrier for staff that do not have English as their first language.	Consult on language used and test with relevant staff networks.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Draft intranet content shared with staff network chairs and trade unions for feedback
		The term 'hate crime' does not cover all cases of harassment and discrimination for the BME community.	Clarification of terms including; hate incidents, bullying, discrimination and harassment and provide descriptions.	Ian Stratton/ Catherine Parker	4 Nov 24	Usage of R&S platform	Descriptions of terms included on online platform

		Some people may experience cultural barriers and may not feel that their needs are understood and may be less likely to report unacceptable behaviours.	Consult with EDI and staff networks to ensure the language used, assurances of confidentiality and ways of reaching particular groups is carefully considered.	Catherine Parker	10 Sept 24 Staff Network Chairs meeting  30 Sept 24 EDI team meeting	Usage of R&S platform	Attended staff network chairs meetings 10 Sept and arranged follow up meeting 2 Oc
		EU staff have become more vulnerable to being affected by hate incidents, bullying, discrimination and harassment.	Promotion of R&S to staff networks.	Catherine Parker	10 Sept 24 Staff Network Chairs meeting	Usage of R&S platform	Staff network chairs emailed R&S information to their members on launch.
<b>Religion and/or belief</b> , including those without religion and/or belief		Muslim staff and others (Christians, Hindus, Jews, Pagans, Sikhs, etc) being visibly or vocally observant of a religion or belief, are possibly more vulnerable to being affected by hate incidents, bullying, discrimination and harassment. Could also apply to atheists and Humanists, who are also protected under equality legislation.	R&S communications to include awareness of cultural barriers.  Intercultural communication and leading an inclusive culture training is available via MyLearning	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Cultural barriers considered in the production of all communications and the 2 How to report videos.

		People may feel that their specific cultural or religious needs are not understood and could be less likely to report unacceptable behaviour.	Seek advice from networks to ensure we provide the correct assurances	Nina Stonelake	4 Nov 24	Usage of R&S platform	Draft intranet content shared with staff network chairs for feedback
<b>Sexual orientation</b>		Heteronormative language on R&S platform may be a barrier to reporting.	Consult on language used and test with relevant staff networks.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Draft intranet content shared with staff network chairs for feedback
		Staff may not feel comfortable raising issues due to lack of awareness of their situation in the workplace e.g. if not out in work, less likely to raise complaint.	Communications to include confidentiality of reporting process and what happens when report anonymously.	Nina Stonelake/ Vicki Barnes	4 Nov 24	Usage of R&S platform	Online platform and communications include detail of actions following an anonymous report
<b>Other specific group</b> (e.g., International or Access)	Not known						

## Project manager next steps

Does this Equality Analysis require consultation of 3 or 6 weeks ([chart to help you decide](#)) 3 weeks

Is further monitoring or engagement required? (In addition to the formal Equality Analysis consultation, e.g., with the Students' Union, Disability Services, relevant staff groups) Yes

What measure / statistic / data will you use to check if the activity has had a positive, negative, or neutral outcome?

- EA responses
- Usage data, including summarised data reports shared with the CPO Directorate and the Health and Wellbeing Strategy group on a quarterly basis.
- Staff survey data as part of the anti-racism strategy

When will you review this Equality Analysis? Enter date or project stage suitable to the proposal: Throughout consultation and implementation.

### Equality, Diversity, and Inclusivity Team Review

The EDI Team has reviewed this Equality Analysis and is satisfied that it is ready for formal consultation

EDI representative: Vicky Swinerd

Date: 10 December 2024

### Faculty/Service/Departmental Sign off

I am satisfied with the results from investigation, consultation, and analysis. The progression of this EA will continue to throughout the activity/project and I will ensure that a review is undertaken following the final implementation of the proposal, to assess its actual impact. Any actions or feedback that results as a consequence of ongoing project changes will be monitored and incorporated within the stated processes. Any negative outcomes will be resolved with the appropriate stakeholders identified.

Faculty Dean/ Head of Department/ Head of Service: Catherine Parker, Assistant Director of People (Staff Journey)

Faculty/ Department/ Service: People and Organisation Development (P&OD)

Date: 9 December 2024

### So what?

Consultation and engagement feedback is extremely important in Equality Analysis. Listening to student and staff voices and acting on their feedback mean that activities become fit for purpose for diverse student and staff communities. Complete the 'You Said, We Did' table **before and after formal consultation**, and throughout the remaining lifetime of your activity to show the impact of feedback on your activity. The Equality and Diversity Unit will be in touch to gather examples of this feedback to share with equality stakeholders. Please add additional rows to the table as required.

You said	We did
<p>Concerns over <b>anonymous reporting and whether there was perceived to be any point in reporting</b> anonymously if there wasn't anything the university could do about the reports. (EDI Team session)</p> <p>Anonymous reporting could lead to plausible deniability on issues from colleges and departments. If the governance structure involves the same persons as usual, then the issues may not adequately be addressed. (Staff Network Co-ord session)</p> <p>Anonymous reports allow the opportunity for malicious reporting and “repeat offenders”. How will the university account for this and protect against it? (Staff Network Co-ord session)</p>	<p>Provided reassurance by including the following statement in communications: “We use the information to help us identify trends across UWE, so that appropriate interventions can be established to address concerns identified, such as communications campaigns, targeted training, awareness raising etc. to support in creating a safer university and culture change”.</p> <p>Included the following information on R&amp;S intranet Guide: What will happen to the data provided? “Summarised data reports will be shared with the CPO Directorate and the Health and Wellbeing Strategy group on a quarterly basis. Should the data reveal trends of issues in specific areas, People &amp; OD will seek to provide interventions with the aim of reducing and eliminating those issues. Raw data will only be accessible to specific members of the People &amp; OD and Planning &amp; Business Intelligence teams involved in data processing.”</p>
<p>For <b>non-anonymous reports; will their reporting be confidential?</b> Staff must feel safe from reprisal to genuinely engage. (Staff Network Co-ord session)</p>	<p>Included the following information on R&amp;S intranet Guide: Reporting options “A member of the People Services team will contact you within three working days to acknowledge receipt of your report. Depending on the nature of the issue raised, the report will be assigned to the relevant People Partner to investigate and to support you with the next steps. We'll be led by your wishes but, in situations where there is evidence of a risk of serious harm to you or others or where a crime may have taken place, the University might have to take further action. For both types of report, you will need to agree to the UWE Bristol privacy policy.”</p>
<p>Need to be clear and reassure staff about <b>who sees reports and what data is shared.</b> (EDI Team session)</p>	<p>Liaised with Lizzie Johnson and agreed wording for communications: “Report and Support tool is available if you experience or observe something that doesn't feel right. You can report incidents anonymously or with contact details. Anonymous reporting won't collect personal details. The information</p>

	will help us to identify trends across UWE Bristol, so that appropriate interventions can be established to address concerns identified.”
Need to ensure <b>support information</b> is shared in the reporting process. (Staff network chairs 10 Sept)	What support is available to staff? section added to the R&S online portal for each of the 10 categories of reporting.
<b>What is the ultimate end goal?</b> This should be clear - particularly if this is what makes or breaks someone's decision to report. Why should staff use it? The benefit of reporting? The actions taken afterwards? (Response to feedback received from EDI chairs following recommendations on the “Report and Support for staff” intranet content)	To offer as many options as possible to enable people to report, at any time of the day or night, giving people choices. This will also support the early resolution ambitions we have to ensure we can support people at the earliest point. <u>Intranet content:</u> UWE Bristol aims to create an inclusive campus where diversity is celebrated, antisocial attitudes and behaviours are challenged, and any type of harassment, bullying, assault or discrimination is not tolerated. We want you to feel empowered to speak up when you see or hear something that is not right and ensure there are various reporting avenues available at all times.
Address issues around <b>training</b> (understanding of issues surrounding protected characteristics, anti-bias, anti-discrimination, anti-racism). Concerns that staff receiving reports/investigating complaints may not adequately understand the issues and issues will not be adequately resolved. (Staff Network Co-ord session)	People Services and Student and Academic Services exploring relevant training via external provider for People Services staff, Dignity and Respect Advocates, Mediators, Neutral Assessors.

Please forward an electronic copy to the EDI Team by emailing [edi@uwe.ac.uk](mailto:edi@uwe.ac.uk)

The original signed hard copy and/or electronic copy should be kept with your team for actions, review, and progression of Freedom of Information requests.