

The Equality Impact Assessment (EIA) Guidance and Glossary explain how to complete this form.

Please complete the form below. Where the term 'item' is used in this document it includes policy, service, process, function, project and strategy.

Section I: Screening

Part A: Item Details				
1	Department/School/Institute	Estates Directorate - Projects Office		
2	What is the type of the item undergoing assessment?	Policy <input type="checkbox"/>	Procedure <input type="checkbox"/> Function <input type="checkbox"/>	Service <input type="checkbox"/> Other <input checked="" type="checkbox"/> (Specify) Reorganisation
3	Name of item	Reorganisation of Estates Projects Office		
4	Reference Code (if any)	N/A		
5	Is the item existing, new or an amendment?	Existing <input type="checkbox"/>	Amendment <input type="checkbox"/>	New <input checked="" type="checkbox"/>
6	Aims and purpose of item:			
	<p>To reorganise and reduce the size of the Estates Projects Office due to a significantly reduced capital budget and therefore a reduction in the workload of the department.</p> <ul style="list-style-type: none"> • Deliver cost saving targets • Increased flexibility of service in the delivery of projects to meet future demands • Improve quality through changes to project processes and procedures 			

Part B: Screening			
1 Will the item impact directly or indirectly on any of the following impact groups:			
Students <input type="checkbox"/>	Staff <input checked="" type="checkbox"/>	Visitors <input type="checkbox"/>	Suppliers <input checked="" type="checkbox"/>
Organisational Partners <input type="checkbox"/>	Others <input type="checkbox"/> (please specify)		
<p>Please give details for choices made above and provide any evidence</p> <p>All members of library staff currently working in the Projects Office team will be directly affected by the reorganisation. The reorganisation affects the delivery of projects work in the future and the reduction in financial resources allocated to capital budgets for projects which mean a reduction in the workload and therefore there is the potential for redundancies.</p>			
<p>2 Does or could the item have an adverse effect, directly or indirectly on members of an equality group – Age, Disability, Gender, Race, Religion/Belief, Sexual Orientation, Gender Reassignment, Pregnancy/Maternity? (please give details)</p> <p>The Projects Office consists of a small team of ten staff consisting of a mix of age, disability,</p>			

Part B: Screening

gender, race, and religion/belief. There are no obvious detrimental effects in terms of direct or indirect discrimination at this stage prior to consultation.

3 Could the item have a significant positive impact on equality by reducing inequalities that already exist? (please give details)

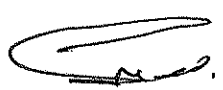
No, as there is a potential reduction in the staffing levels in the Projects Office it is unlikely that this would have a positive equalities impact on the department.

4 Should a full impact assessment be carried out? YES NO

Please provide justification for answer to the above

The sample of staff is very small and therefore difficult to predict any patterns or trends in terms of adverse impact in terms of the restructure at this stage. A full impact assessment may be undertaken following implementation of the restructure, particularly if this results in staff being put at risk of redundancy. QMUL policies and procedures will be implemented to ensure that the selection process is fair and consistent in its application minimising the impact of any equalities bias.

Part C: Details of Assessor Completing Form

1 Name	Simon Neale/ Kevin Thurlow	2 Phone number	020 7882 8901/3867
3 e-mail address	s.neale@qmul.ac.uk		
4 Signature		5 Date of signature	17/07/2012
6 Name of Head of School/Department	Simon Neale / Kevin Thurlow	7 Signature of Head of School/Department	

Next Step:

- (i) If you need to carry out a full impact assessment, please read Section 2 of the guidance (page 7) and complete Section 2 of this form below.
- (ii) If you do **not** need to carry out a full impact assessment:
- Are there any further steps you can take to promote equal opportunities and eliminate discrimination?
 - Arrange for the proper approval authority to “sign-off” a statement (usually Head of School, Department or Institute), supported by the evidence of this screening EIA that the policy isn’t “relevant to Equality & Diversity” or does not have any negative impacts
 - Set a review date in three years’ time.
 - File the screening report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud at b.calinaud@qmul.ac.uk

Section 2: Full Equalities Impact Assessment

Full EIA

1 What data has been examined in order to form a judgement about the impact of the item on protected characteristics? Are there any gaps in the available data?

HR data indicating the age, gender, faith, disability and ethnicity of staff working in the Projects Office.

Feedback and comments from Projects Office staff and union reps to the formal consultation on the Restructuring of the Projects Office.

2 What methods of consultation/involvement have been employed to ensure full information sharing and participation?

3 What steps were taken to ensure that involvement in the engagement process was far-reaching?

Distribution of consultation paper by email to all members of Projects Office staff and the Trade Unions.

Staff briefing session to launch the consultation process to be undertaken on Wednesday 18 July 2012.

Contact details for relevant Directors and HR representative made available so specific HR questions could be asked directly by any member of staff.

4 What are the results of the consultation/involvement? How are these fed back into the process?

5 Explain the likely differential impact (whether intended or unintended, positive or negative) of the item on individual service users.

6 Is the item directly or indirectly discriminatory?

7 Are there any barriers that may inhibit access to the service or benefits of the item?

8 Explain how the item is intended to increase equality of opportunity.

Full EIA
9 Explain how the item is likely to promote good relations between different groups.
10 How will the implementation of the item be monitored and by whom? HR and Redundancy Committee
11 What can be done to improve the item in order to reduce or remove any adverse impact or effects identified? I. Am committed to working through redeployment options with staff that are made redundant as part of the reorganisation.
12 Complete Action Plan Form

Next Steps
<ul style="list-style-type: none">• Arrange for the proper approval authority to “sign-off” the report.• File the report and associated documentation and email a copy to the College’s Diversity Specialist, Bertille Calinaud, at b.calinaud@qmul.ac.uk