

Ulster University Policy Screening Pro-forma

Information about the policy

Note: 'Policy' includes any strategy, policy (proposed/amended/existing) or practice and/or decision, whether written or unwritten.

Name of the policy

ORGANISATIONAL STRUCTURE CHANGE POLICY

Is this an existing, revised or a new policy?

New

What is it trying to achieve? (intended aims/outcomes)

The University recognizes that departmental restructuring can be challenging, for both the staff affected and the managers charged with responsibility for delivering the restructuring. This document is intended to outline the principles that will underpin all future departmental restructuring exercises and the procedural stages that will normally occur during a typical restructuring exercise. This will ensure that staff affected have a clear understanding of how the restructuring exercise will be conducted and will help ensure consistency of treatment and equality of opportunity.

Are there any Section 75 categories which might be expected to benefit from the intended policy?

If so, explain how.

As the Policy aims to ensure consistency of treatment it will benefit all categories. One of the fundamental principles stated within the Policy is that all employees will be treated with dignity and respect throughout any restructuring exercise.

Who initiated or wrote the policy?

The Chief Operating Officer supported by the Acting Deputy Director of HR.

Who owns and who implements the policy?

The Policy Sponsor is the Chief Operating Officer and the draft Policy has been approved by the Senior Leadership Team (SLT).

The Policy will be owned by the new People and Culture Directorate.

Part 2

Implementation factors

Are there any factors which could contribute to/detract from the intended aim/outcome of the policy/decision? (Please select one answer)

No

Main stakeholders affected

Who are the internal and external stakeholders (actual or potential) that the policy will impact upon?

Staff

Other policies with a bearing on this policy

Policy Name	Policy Owner
The University's Redundancy Policy.	The Director of People and Culture.
The University's Base Transfer Procedure	The Director of People and Culture

Part 2

Available evidence

What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? (Please specify details for each of the Section 75 categories)

Note: evidence can come from many sources. Examples include the University's management information systems, internal or external research, surveys or consultation exercises. Anecdotal evidence such as feedback from service users may also be used.

Section 75 category	Details of evidence/information
Religious belief	The University's Equal Opportunities monitoring data has been reviewed. Religious belief was not found to impact on, or have any relevance to this Policy.
Political opinion	The University does not collect information on Political Opinion.
Racial group	The University's Equal Opportunities monitoring data has been reviewed. Racial Group was not found to impact on, or have any relevance to this Policy.
Age	The University's Equal Opportunities monitoring data has been reviewed. Age was not found to impact on this Policy. It is noted that age is of relevance to the Redundancy Policy in that redundancy compensation is age dependant, however, this screening is of the OSC Policy rather than the Redundancy Policy.
Marital status	The University's Equal Opportunities monitoring data has been reviewed. Marital Status was not found to impact on, or have any relevance to this Policy.
Sexual orientation	Anecdotal evidence suggests that Sexual Orientation is of no relevance to this Policy.
Men and women generally	The University's Equal Opportunities monitoring data has been reviewed. Gender was not found to impact on, or have any relevance to this Policy.

Part 2

Disability	The University's Equal Opportunities monitoring data has been reviewed. Disability was not found to impact on, or have any relevance to this Policy.
Dependants	The University's Equal Opportunities monitoring data has been reviewed. Dependants was not found to impact on, or have any relevance to this Policy.

Part 2

Needs, experiences and priorities

Taking into account the information referred to above, what are the different needs, experiences and priorities of each of the following categories, in relation to the particular policy/decision? (Please specify details for each of the Section 75 categories)

Section 75 category	Details of needs/experiences/priorities
Religious belief	None identified.
Political opinion	None identified.
Racial group	None identified.
Age	None identified, Impacts relating to age are covered within the University's Redundancy Policy. It is generally accepted in law that age is of relevance to the level of redundancy compensation. The age related multipliers in the Redundancy Policy are exactly the same as the age related multipliers in the statutory redundancy scheme.
Marital status	None identified.
Sexual orientation	None identified.
Men and women generally	None identified.
Disability	None identified.
Dependants	None identified.

Part 2

Consultation

Consultation with relevant groups, organisations or individuals about the policy can provide useful information about issues/opportunities which are specifically related to them (i.e. evidence to inform the policy). Please indicate whether you carried out (or intend to carry out¹) any consultation exercises prior to equality screening?

Consultation has taken place with the University's Senior Leadership Team and with the trade unions.

Screening questions

1 What is the likely impact on equality of opportunity for those affected by this policy, for each of the Section 75 equality categories? (Please provide details)		
Section 75 category	Details of policy impact	Level of impact? (minor/major/none)
Religious belief	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Political opinion	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Racial group	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Age	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Marital status	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Sexual orientation	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Men and women generally	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Disability	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None
Dependants	The OSC Policy is unlikely to impact on equality of opportunity for this category.	None

Part 2

2 Are there opportunities to better promote equality of opportunity for people within the Section 75 equalities categories?		
Section 75 category	If Yes, provide details	If No, provide reasons
Religious belief		No. There is nothing in the Policy which has any relevance to religious belief.
Political opinion		No. There is nothing in the Policy which has any relevance to political opinion.
Racial group		No. There is nothing in the Policy which has any relevance to racial group.
Age		No. There is nothing in the Policy which has any relevance to age.
Marital status		No. There is nothing in the Policy which has any relevance to marital status.
Sexual orientation		No. There is nothing in the Policy which has any relevance to sexual orientation.
Men and women generally		No. There is nothing in the Policy which has any relevance to gender.
Disability		No. There is nothing in the Policy which has any relevance to disability.
Dependants		No. There is nothing in the Policy which has any relevance to dependants.

Part 2

3 To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion or racial group? (Please provide details)		
Good relations category	Details of policy impact	Level of impact (minor/major/none)
Religious belief	This policy is unlikely to impact on good relations between people of different religious belief.	None
Political opinion	This policy is unlikely to impact on good relations between people of different political opinion.	None
Racial group	This policy is unlikely to impact on good relations between people of different racial group.	None

4 Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?		
Good relations category	If Yes, provide details	If No, provide reasons
Religious belief		No, the policy has no relevance to good relations.
Political opinion		No, the policy has no relevance to good relations.
Racial group		No, the policy has no relevance to good relations.

Additional considerations

Multiple identity

<p>5 Generally speaking, people can fall into more than one Section 75 category. Taking this into consideration, please provide details of any potential impacts of the policy/decision on people with multiple identities? (<i>For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people</i>). Please include details of any data which you have used to determine/identify this impact</p>	
<p>Section 75 categories (please specify)</p>	<p>Details of policy impact and details of data which describes the policy impact</p>
<p>All</p>	<p>This policy has been specifically designed to ensure equality of opportunity during departmental restructuring. One of the high-level principles in the policy relates to ensuring that staff affected by restructuring are treated with dignity and respect.</p>

Disability Duties

<p>6. Does the policy provide an opportunity to encourage disabled people to participate in University life?</p>	
<p>If Yes, provide details</p>	<p>If No, provide reasons</p>
<p>Yes, the policy is intended to ensure that disabled staff are supported and can participate in any departmental restructuring exercise.</p>	<p>No. The provisions of the new policy apply regardless of whether or not a person has a disability.</p>

Part 2

7. Does the policy provide an opportunity to promote positive attitudes towards disabled people?	
If Yes , provide details	If No , provide reasons
	No. The provisions of the new policy apply regardless of whether or not a person has a disability.

Part 4

Screening decision

Based on the evidence considered and outlined in Part 1 and the responses to the screening questions (Part 2), please indicate the screening decision for this policy:

Note: The University should take particular care not to screen out policies that have a procurement aspect if there is potential to promote equality of opportunity through the procurement of services.

Screen in the policy (subject the policy to an Equality Impact Assessment)
i.e. the likely impact is 'major' in respect of one, or more of the equality of opportunity and/or good relations categories

Screen out the policy without mitigation or an alternative policy proposed to be adopted (no Equality Impact Assessment)
i.e. the likely impact is 'none' in respect of all of the equality of opportunity and/or good relations categories

Screen out the policy and **mitigate the impacts on equality by amending or changing the policy**, or by **developing an alternative policy or action** (no Equality Impact Assessment)
i.e. the likely impact is 'minor' in respect of one, or more of the equality of opportunity and/or good relations categories

Part 4

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy), please provide details of the reasons.



The likely impact is '**none**' in respect of all of the equality of opportunity and/or good relations categories.

This Policy is specifically designed to ensure consistency of treatment and equality of opportunity. Therefore, the Policy will have positive consequences for all employees affected by a restructuring exercise.

It is important to note that the OSC Policy does not change in any way the University's Redundancy Policy. Issues in regard to redundancy and redundancy compensation are dealt with in the Redundancy Policy and as such do not come within the scope of the equality screening of the OSC Policy.

In line with University policy, this policy will be reviewed two years after it has been implemented, and if necessary amended.

Approval and authorisation

	Position/Job Title	Date
Screened by: Mr Paul Davidson Signed: 	Acting Deputy Director of Human Resources	12 April 2017
Approved by: Signed: 	University Secretary	10/5/17

Note: Following approval by the Senior Leadership Team/Senate, the policy owner must inform the University Secretary that the policy has been approved. Once the Council of the University has been informed of the policy (either directly or through an appropriate Committee), the policy owner can then promulgate the policy and develop appropriate training or awareness raising material in relation to the policy.

A copy of the screening pro-forma will be made available on the University's website and be made available on request.

Review

Note: Policies must be reviewed at least every two years, but sooner if changes in legislation or other variables require review.

This policy is due for review (in terms of its impact on equality of opportunity and good relations) by the policy owner on:

11 April 2019
