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

Policy on the Naming of Ulster University Buildings and Spaces
_____

Is this an existing, revised or a new policy?

This is a new policy.
_____

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

The purpose of this policy is to describe the principles and procedure that Ulster University will follow in order to name or rename buildings and facilities. This policy will provide the framework for a consistent approach to decision-making in relation to naming of University spaces.

This policy is intended for both University staff and for prospective donors / sponsors and their advisers.

_____

Are there any Section 75 categories which might be expected to benefit from the intended policy?
If so, explain how.

No benefit to any of the Section 75 categories is anticipated.
_____

Who initiated or wrote the policy?

The Development & Alumni Relations Office (DARO)
_____

Who owns and who implements the policy?

DARO

Implementation factors

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

[X] Yes

[ ] No

If yes, are they

[ ] financial?

[X] legislative: Changes to relevant legislation

[ ] other?

Main stakeholders affected

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

[X] Staff

[X] Students

[X] Other service users (e.g. prospective students, conference delegates)

[X] Other public sector organisations

[X] Voluntary/community

[X] Other, University Council

Other policies with a bearing on this policy

Policy Name	Policy Owner
Statutes and Ordinances	University Secretary
Financial Regulations	Director of Finance
Procurement policy and procedures	Director of Finance
Anti-bribery guidance	University Secretary
Data Protection Policy	University Secretary
Donation Acceptance Policy	Director of Development & Alumni Relations
Way Finding Strategy	Director of Estates
UUSU Student Council Mandate on Bilingual Signage	Students' Union

Five & Fifty Strategic Plan	The Vice-Chancellor
People & Culture Strategy	Director of People & Culture
Equality, Diversity & Inclusion Strategy	Director of People & Culture

Five & Fifty Strategic Plan	The Vice-Chancellor
People & Culture Strategy	Director of People & Culture
Equality, Diversity & Inclusion Strategy	Director of People & Culture

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 EO data were reviewed. On 6 February 2019, our staff profile was 50.9% Protestant, 49.1% Catholic. Compared with 6 February 2014, this indicates a 3.2% increase in Catholic staff. In the Academic Year (AY) 2018/19, 76.5% of our students identified as Christian and 13.6% identified as having 'No religion'. This shows little change compared with AY2013/14, when 75.9% identified as Christian and 11.6% identified as having 'No religion'.
Political opinion	The University does not collect information on Political Opinion or make assumptions regarding Political Opinion based on Community Background.
Racial group	The University's EO data were reviewed. On 6 February 2019, our staff profile was 94.6% White, 5.4% Black and Minority Ethnic (BME). This indicates a 2.2% increase in BME staff compared with 2014. In AY2018/19, 5.0% of our students identified as BME. This indicates a 1.4% increase in BME students compared with AY2013/14. Our BME profile suggests that we are three times as diverse as the local population. The Northern Ireland Census (2011) suggests that 1.8% of the NI population is BME.
Age	The University's EO data were reviewed. On 6 February 2019, over one third (34.4%) of our staff were in the '46-55' age band. 26.9% of staff were in the '36-45' age band and 22.5% of staff were aged '56 and above'. In AY 2018/19, the majority of students (61.4%) were aged 21 and under 40. This indicates a 0.8% decrease in students within this age band compared with 2013/14. This coincides with a

	1.6% increase in students aged under 21 and 0.8% decrease in students aged 40 and over.
Marital status	The University's EO data were reviewed. In 2019, 62% of staff were 'Married or in a Civil Partnership' (no change compared with 2014). In AY2018/19, 78.3% of students were 'Single', a 1.2% increase compared with AY2013/14.
Sexual orientation	Although we collect staff data on sexual orientation, this is not considered to be reliable. We do not collect student data on sexual orientation. There are no official statistics in relation to the number of gay, lesbian or bisexual people in Northern Ireland. However, research conducted by the HM Treasury shows that between 5% - 7% of the UK population identify themselves as gay, lesbian, bisexual or ´trans´ (transsexual, transgendered and transvestite) (LGBT). This is a sizeable proportion of the population here in Northern Ireland.
Men and women generally	The University's EO data were reviewed. In 2019, 56% of staff were 'Female'. This indicates a 2.4% increase in female staff compared with 2014. In AY2018/19, 56.9% of students were 'Female', a 0.2% increase compared with AY2013/14.
Disability	The University's EO data were reviewed. In 2019, 4.8% of staff declared a disability, an increase of 0.6% compared with 2014. In AY2018/19, 10.4% of students declared a disability, an increase of 2.1% compared with AY2013/14. In Northern Ireland the profile of people with a disability is cited as follows: • More than 1 in 5 or 21% of the population in Northern Ireland has a disability. The incidence of disability is higher in Northern Ireland than any other part of the UK • 1 in 7 people in Northern Ireland have some form of hearing loss • 5,000 sign language users who use British Sign Language (BSL) and/or Irish Sigh Language (ISL) • In Northern Ireland there are 57,000 blind people or people with significant visual impairment • 52,000 people with learning disabilities • (Source: Disability Action)

Part 1

Dependants	Persons with dependents may be people who have personal responsibility for the care of a child (or children), a person with a disability, and / or a dependent older person. The University's EO data were reviewed. In 2019, 47.7% of staff had dependants. This indicates an increase of 2.5% compared with 2014. In AY2018/19, 16% of students declared dependants, similar to AY2013/14.

Part 1

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	Ulster University prides itself on its strong sense of civic responsibility as articulated within our *Five & Fifty* Strategic Plan. The naming / renaming of facilities (or any location) is complex and potentially emotionally evocative because assigning a name, and in particular the name of an individual, can be a powerful and permanent identity for a public space and facility. The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Political opinion	Ulster University prides itself on its strong sense of civic responsibility as articulated within our *Five & Fifty* Strategic Plan. The naming / renaming of facilities (or any location) is complex and potentially emotionally evocative because assigning a name, and in particular the name of an individual, can be a powerful and permanent identity for a public space and facility. The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Racial group	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A

	Guide for Employers and Employees, 2009' provides further guidance in this regard.
Age	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Marital status	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Sexual orientation	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Men and women generally	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Disability	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.
Dependants	The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses,

	ensuring that its services and facilities are widely utilised by all sections of the community. The Equality Commission's 'Promoting a Good and Harmonious Working Environment: A Guide for Employers and Employees, 2009' provides further guidance in this regard.

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 out) any consultation exercises prior to equality screening?

The following groups were consulted with by DARO during the development of the policy:

- The Chief Operating Officer
- The Provosts
- The Director of Marketing and Communications
- The Deputy Director of Physical Resources
- Senior Leadership Team
- University Council
- The Director of People and Culture

Screening

Introduction

The answers to the following screening questions will assist the University in making a decision whether or not there is a need to carry out an equality impact assessment on the policy. The following information is provided to help you to identify and comment on the level of likely impact of the policy in questions 1-4:

Select 'major' impact if:

a) The policy is significant in terms of its strategic importance;

b) Potential equality impacts are unknown, because, for example, there are insufficient data upon which to make an assessment or because they are complex, and it would be appropriate to conduct an equality impact assessment in order to better assess them;

c) Potential equality and/or good relations impacts are likely to be adverse or are likely to be experienced disproportionately by groups of people including those who are marginalised or disadvantaged;

d) Further assessment offers a valuable way to examine the evidence and develop recommendations in respect of a policy about which there are concerns amongst affected individuals and representative groups, for example in respect of multiple identities;

e) The policy is likely to be challenged by way of judicial review;

f) The policy is significant in terms of expenditure.

Select 'minor' impact if:

a) The policy is not unlawfully discriminatory and any residual potential impacts on people are judged to be negligible;

b) The policy, or certain proposals within it, are potentially unlawfully discriminatory, but this possibility can readily and easily be eliminated by making appropriate changes to the policy or by adopting appropriate mitigating measures;

c) Any asymmetrical equality impacts caused by the policy are intentional because they are specifically designed to promote equality of opportunity for particular groups of disadvantaged people;

d) By amending the policy there are better opportunities to better promote equality of opportunity and/or good relations;

e) Differential impact observed and opportunities exist to better promote equality of opportunity and/or good relations.

Select 'none' if:

a) The policy has no relevance to equality of opportunity or good relations.

b) The policy is purely technical in nature and will have no bearing in terms of its likely impact on equality of opportunity or good relations for people within the equality and good relations categories.

Taking into account the evidence presented in Part 1, please complete the screening questions (Questions 1-4).

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 policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Political opinion	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Racial group	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Age	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Marital status	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None

Sexual orientation	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Men and women generally	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Disability	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Dependants	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None

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		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Political opinion		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Racial group		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Age		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Marital status		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Sexual orientation		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Men and women generally		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.
Disability		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.

Dependants		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.

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	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Political opinion	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	None
Racial group	The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.	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		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Proposed names should not be considered which unlawfully discriminate on the grounds of religious belief. Accordingly, no adverse impact is anticipated.
Political opinion		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Proposed names should not be considered which unlawfully discriminate or are party-political in intention or use. Accordingly, no adverse impact is anticipated.
Racial group		The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Proposed names should not be considered which unlawfully discriminate on the grounds of race.

		Accordingly, no adverse impact is anticipated.

Additional considerations

Multiple identity

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? (*For example; disabled minority ethnic people; disabled women; young Protestant men; and young lesbians, gay and bisexual people).* Please include details of any data which you have used to determine/identify this impact
Section 75 categories (please specify)	Details of policy impact and details of data which describes the policy impact
All	The aim of this policy is to provide the framework for a consistent approach to decision-making in relation to naming University spaces. The policy is underpinned by an approval process which tests specific criteria, including the promotion of equality of opportunity and good relations. Accordingly, no adverse impact is anticipated.

Disability Duties

6. Does the policy provide an opportunity to encourage disabled people to participate in University life?	
If **Yes**, provide details	If **No**, provide reasons
The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community.	

7. Does the policy provide an opportunity to promote positive attitudes towards disabled people?	
If **Yes**, provide details	If **No**, provide reasons
The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community.	

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 Assesment)
*i.e. the likely impact is '**major**' in respect of one, or more of the equality of opportunity and/or good relations categories*

....

| x |

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*

....

If the decision is to subject the policy to an equality impact assessment (i.e. 'screen in' the policy), please provide details of the reasons.

N/A

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

The purpose of this policy is to describe the principles and procedure that Ulster University will follow in order to name or rename buildings and facilities. The naming of buildings should facilitate the orientation and movement around the campus.

The University recognises that in all 'naming' decisions it should seek to provide or maintain fair participation on all its campuses, ensuring that its services and facilities are widely utilised by all sections of the community.

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

If the decision is not to conduct an equality impact assessment (i.e. 'screen out' the policy) and mitigate the impacts on equality by amending or changing the policy, or by developing an alternative policy or action, please provide reasons to support your decision, together with the proposed changes/amendments or alternative policy:

N/A

Timetabling and prioritising

If the policy has been **'screened in'** for equality impact assessment, then please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3, with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	
Relevance to the University's functions	

Note: The Total Rating Score will be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the University in timetabling. Details of the University's Equality Impact Assessment Timetable will be included in its quarterly Screening Reports.

Is the policy affected by timetables established by other relevant public authorities?
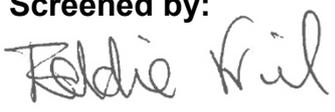
☐ Yes

☐ No

If yes, please provide details:

_____

_____

Part 4

Approval and authorisation

	Position/Job Title	**Date**
Screened by:	Eddie Friel Director of Development and Alumni Relations	15/6/20
Approved by:	Director of People and Culture	7/7/20

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 of 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:

7 July 2022
(Insert date)