

April 2020 Revision

The process of Equality Impact Assessment (EIA) should be embedded into new policy development, policy review, strategic and operational decisions<sup>1</sup> in order that inequalities and discrimination are eliminated or addressed at the earliest opportunity.

This checklist forms part of the university's approach to equality impact assessment and should be used to assess the impact of the policy on groups with protected characteristics as outlined by the Equality Act 2010.

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What is the purpose of the Procedure?	This Procedure outlines how concerns about a student's health and wellbeing may be raised and managed, and support may be offered to the student.
Who is responsible for the Policy?	Head of Student Support.
How does the Policy link to the University's strategic priorities?	Our Mission: "inclusive experience".  Our Values: "safe, welcoming and inclusive environment".
Which Groups are stakeholders in the Policy?	Students. Staff.
Will the Policy be applied uniformly to all areas of the University?	Yes.
Please state which groups the Policy applies to.	Students. Staff.

Could any elements of the Policy be directly or indirectly discriminatory?	The purpose of the procedure is to ensure that there is a fair, transparent and consistent process in place for students and staff.
Could the Policy be used to promote diversity and equal opportunities?	The procedure is intended to ensure that as far as is reasonably practicable, students are supported to continue with their studies.
Could the Policy be used to promote good relations?	The procedure is intended to balance the needs of students whilst recognising the impact behaviours have on fellow students and staff, and the boundaries of the level of support the University can be expected to provide.

What quantitative or qualitative data is available to advise the Policy?	Each case is managed in accordance with the procedure. The number of cases dealt with at each stage is collated in the Student Support Team Annual report and reported to relevant task groups.

What Groups have been consulted in drafting the Policy?	Sub groups of the former Student Services Task Group were consulted, the procedure was then approved by the Senate Regulations and Special Cases Committee.
How has consultation taken place?	Regular meetings of the key stakeholders occur each year and records kept. Any staff member or student can suggest changes to the procedure through the Head of Student Support.
How has consultation informed the development of the Policy?	Consultation with key stakeholders has occurred to increase accessibility of the procedure to users. The procedure has a set review cycle whereby developments will be captured.

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How will the Policy be implemented?

The Senate Regulations and Special Cases Committee is responsible for the approval and amendment of this procedure.

The Procedure will be available online at [www.bangor.ac.uk](http://www.bangor.ac.uk) and also in print upon request. The procedure forms part of personal tutor training delivered each year to staff new to pastoral support role. Senior Tutors are notified by e-mail when changes are made.

How will the Policy be monitored to ensure that it is achieving its aims?	Continuous monitoring and reporting to Senate Regulations and Special Cases Committee occurs as part of the annual University Calendar.
Who will be responsible for monitoring the Policy?	Senate Regulations and Special Cases Committee.
How will the Policy be monitored to ensure that it does not disadvantage particular groups?	Any equality issues that arise will be explored and any reasonable adjustments shall be made.
When will the Policy be reviewed to see if it is achieving its aims and objectives?	This procedure is on a 3 year review cycle however is tested each time that it is used.

Training – are there any training requirements associated with the development, implementation or monitoring of this Policy?	The procedure is brought to the attention of new personal tutors at the annual training session for new personal tutors.
What are the other resource implications of implementing the Policy (including time and workload)?	

3 years	