UNIVERSITY OF ESSEX

EQUALITY AND DIVERSITY

**EQUALITY IMPACT ASSESSMENT (EIA) PRO-FORMA**

Legislation says that the University must analyse the equality impact of its policies\* with regard to what are known as ‘Protected Characteristics’ (PCs). These are **disability, race sex,** **age, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief and sexual orientation.** This is to ensure that a policy is neither directly nor indirectly discriminatory and to identify how it does, or could, advance equality and foster good relations between different groups of people.

Your help is needed to do this, not just because the law says so, but because the University is committed to equality of opportunity for all and to ensuring that all the University’s policies are developed with an awareness of their consequences for different groups of people.

Heads of Sections/Departments are responsible for ensuring this form is completed for each policy they ‘own’. It should take no more than 30 minutes to complete. Questions 1-6 of this EIA pro-forma also need to be completed for new policies. Policies should be assessed for their effect on equality every 3-5 years.

\* For the purpose of EIAs, the term policy refers to *formal* policies, procedures and processes. It does not include informal policies, procedures or processes.

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| Name of policy | Accommodation Essex Smokefree Residences |
| Policy-holding Department/Section | Commercial Services |
| Date assessment completed | 06/02/12 |
| Name and job title of person completing pro-forma | Chris Oldham – Head of Operations |

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| **Q1.** **What is the purpose of the policy?** *To protect workers and residents from second-hand smoke, which is a major risk to health.* |
| **Q2**. **Does the policy involve, or have consequences for, the people the University serves and employs?** *Yes. The policy will require University residents wishing to smoke, to do so outside of the residences. The policy will protect workers and residents from second-hand smoke.* |
| **Q3**. **Does the policy require decisions to be made in relation to individuals or groups of individuals?** *Yes. The policy makes the decision to introduce a smokefree environment in all University residences.* |
| **Q4. What is the decision-making process and is it fair and transparent?** *Report to USG to approve introduction of smokefree environment. Report to USG to approve changes to Terms and Conditions of Residence relating to smoking. Report to Senate to approve changes to University Residences Regulations relating to smoking. Report to Council to endorse decision of Senate* |
| **Q5**. **Please give details of what equality training is/will be provided for decision makers?** *No equality training is required.* |
| **Q6. Referring to the list of Protected Characteristics (PCs) at the top of this form, how do you/will you monitor the effect this policy has on groups of people with these PCs?**  *Data from other HE institutions that have already introduced this policy.*  *Consultation with the Student’s Union*  *Consultation with Student Support* |
| **Q7**. **Referring to Q6 above, have you identified any positive or negative impact on any group of people who share a Protected Characteristic?** *Yes*  *The policy negatively impacts people from cultures where smoking is more widely accepted.*  *The policy positively impacts on persons most at risk from second-hand smoking – pregnant women, persons with heart or lung conditions, employees and non-smoking student residents.*  *The policy causes difficulty for smokers with disabilities required to make journey’s to outside areas for the purpose of smoking.* |
| **Q8**. **Have there been any complaints or issues raised about the policy in relation to its effect on people who share a Protected Characteristic?** *No.* |
| **Q9**. **Are there any (further) measures that could be taken to continue to ensure the policy is neither directly nor indirectly discriminatory? e.g. additional data collection/monitoring or training.** *Review impact following introduction of policy.* |
| **Q10. Have you identified any ways in which the policy does, or could advance equality or foster good relations between different groups of people?** *Yes. The policy promotes consideration for the living space of residents and the wellbeing of all student residents and staff working within the residences.* |

Please now email the completed form to [diversity@essex.ac.uk](mailto:diversity@essex.ac.uk). The Equality and Diversity Committee (EADC) have responsibility for overseeing the completion of EIAs. This form will be submitted to the EADC who have the option to require a more detailed assessment be carried out.