

**BANGOR UNIVERSITY
EQUALITY IMPACT ASSESSMENT**

The process of Equality Impact Assessment (EIA) should be embedded into new policy development, policy review, strategic and operational decisions¹ 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.

EQUALITY GROUPS:				
Age	Disability	Gender Re-assignment	Pregnancy and maternity	Welsh Language
Race	Religion and belief	Sex	Sexual orientation	Contract Type
Marriage and civil partnership				

Note –It is good practice to consider issues relating to Welsh Language and Contract type although these areas are covered by legislation other than the Equality Act 2010.

Policy Name or Title: -
Code of Practice 16: Course Representative System

¹ Although the word POLICY is used throughout this template it should be changed to STRATEGY / OPERATIONAL DECISION as appropriate

About the Policy:	
What is the purpose of the Policy?	This Code of Practice is for the Course Representative System and its staff and students.
Who is responsible for the Policy?	Student's Union.
How does the Policy link to the University's strategic priorities?	Our Mission: "Inclusive experience". Our Values: "Valuing the significant emphasis given to students as partners and continuing to nurture and strengthen the student voice."
Which Groups are stakeholders in the Policy?	Students. Staff. Undeb Bangor.
Will the Policy be applied uniformly to all areas of the University?	Yes.
Please state which groups the Policy applies to.	Students. Staff.

Have the following been considered? (requirement of the Public Sector Equality Duty)	
Could any elements of the Policy be directly or indirectly discriminatory?	The purpose of the procedure is to ensure that there is a transparent and fair structure in place for the system.
Could the Policy be used to promote diversity and equal opportunities?	The procedure is intended to ensure that all parties have equal opportunities and protect the rights of all students.
Could the Policy be used to promote good relations?	The procedure is intended to strengthen partnerships between students and their academic programmes. It aims to improve services and the student experience.

Monitoring	
What quantitative or qualitative data is available to advise the Policy?	Data is analysed annually with trends noted and reported to relevant task groups.

Consultation	
What Groups have been consulted in drafting the Policy?	The Senate Regulations and Special Cases Committee is responsible for the approval and amendment of this procedure.
How has consultation taken place?	Regular meetings of the key stakeholders occur.
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.

Implementation	
How will the Policy be implemented?	<p>The Senate Regulations and Special Cases Committee is responsible for the approval and amendment of this procedure.</p> <p>The procedure will be available online at www.bangor.ac.uk and also in print upon request.</p> <p>Course Representative elections and training occurs annually.</p> <p>Undeb Bangor works closely with Academic Schools and Students.</p>
Who will be responsible for the implementation of the Policy?	Bangor University and Undeb Bangor implement the Code of Practice.

Monitoring	
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.

Resource implications	
Training – are there any training requirements associated with the development, implementation or monitoring of this Policy?	Course Representative Training occurs each year.
What are the other resource implications of implementing the Policy (including time and workload)?	None

RECOMMENDATIONS AND REVIEW DATE
3 years

IMPACT ASSESSMENT SIGNATURE AND DATE	
Mair Rowlands	6 th December 2018