

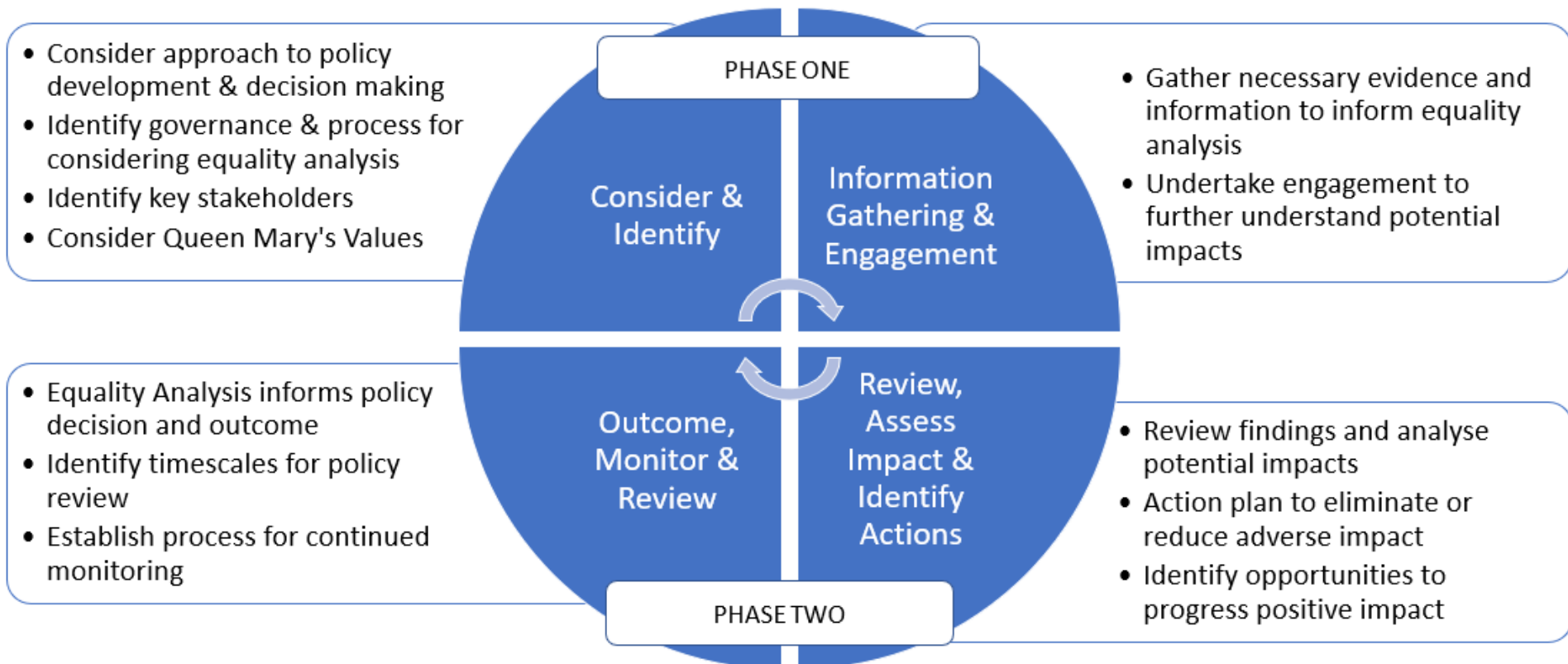
## Equality Analysis: Overview

Equality analysis should be undertaken for any proposed change which will have an impact on individuals at Queen Mary (this includes visitors to the university). The Equality Analysis Guidance will help you to determine what level of action you need to take and how you might use the framework. It is important that equality analysis is embedded into the decision-making route or process you are following.

The framework below outlines four core components of the equality analysis process. This framework is flexible and can be adapted to align with the decision-making process or project management route you are taking to best support your decision-making.

Phase one focuses on the preparatory work to consider your approach, gather the required information and engage with the necessary groups to inform your equality analysis and wider decision-making.

Phase two focuses on reviewing your findings to understand the potential impacts and identify the opportunities to progress positive impact. Phase two also focuses on addressing any potential negative impacts prior to implementation as well as identifying timescales for policy review and impact monitoring.



## Undertaking an equality analysis: Key Stages

**Consider your approach to undertaking equality analysis.**

How you will approach your equality analysis; who are your key stakeholders and who needs to be involved, how will you embed the equality analysis into the wider decision-making process, what scale of impact do you anticipate?

**How does your approach support Queen Mary's Values and Strategy 2030 aims?**

•How does the policy demonstrate Queen Mary's Values in action. What opportunities are there for this policy to progress positive impact across protected characteristics and beyond? How does it support the aims of Queen Mary's Strategy 2030

**Gather your evidence and information to understand potential impacts.**

Consider what sources of information you will need to undertake your equality analysis. You should consider both quantitative and qualitative information. You should consider what information is already available and whether any additional data is required

**Consider engagement and qualitative data to further inform your analysis.**

What engagement exercises have taken place or should be undertaken to inform your understanding of potential impacts? Consider your key stakeholders and groups expected to be affected by the policy

**Using this information, undertake assessment to understand potential impacts.**

The equality analysis template provides a list which follows the legal framework of the Equality Act 2010 and the groups protected within it. Consider the potential impacts for these groups; you should also consider any additional groups that you anticipate may be impacted.

**Identify action needed to mitigate any adverse impacts identified.**

Where any negative or adverse impact has been identified, you must establish specific actions to these. This should be done prior to implementation. This may include actions already undertaken since the beginning of this equality analysis exercise.

**Review findings to inform decision to implement.**

Using the findings from your equality analysis, determine whether your policy can now be implemented. The outcome of your equality analysis should inform the wider decision making process.

**Identify process for post-implementation review.**

Identify how you will monitor the impact of your project once it has been implemented? It is important to agree a date for review and person(s)/group/committee responsible