

## ***Equality Analysis (EA)***

### ***Faculty of Engineering***

#### ***Appointment of external specialist teaching***

##### A. Policy/practice details

###### 1. The title of the policy being analysed:

Management Guidance on the Recruitment of External Specialist Staff.

The individuals covered by this document are outside the category of 'core University staff' covered by the University's Code of Practice on the Recruitment & Selection of Staff. These individuals may be workers taken on through casual or Variable Hours Teaching Fellow 'contracts' / agreements or contractors through a contract for service depending on the type of work required and the control of the individual or organisation in how and when the work is provided. They will normally be retained on a form of 'bank' by departments and contracted to work on an as-and-when basis for set periods of time. For workers there is no mutuality of obligation between agreed assignments.

The analysis covers HR policy, process and practice and departmental practice.

###### 2. Please explain the main purpose of the policy being analysed:

To assess the effectiveness of the current guidance and the current practice on how individuals are recruited, retained and utilised as external specialist staff, normally on an 'as-and-when' basis.

External specialists are an essential group within the University's staff and this process applies to all of those retained in a bank by individual departments. They are used by academic departments on a variable hours basis to support teaching and / or tutoring often in relation to their specific individual expertise through delivering lectures or seminars.

###### 3. Who will be affected?

Line managers

HR staff

External specialist staff working as either workers or contractors

Potential applicants for work as either a worker or contractor

4. Aspects of the policy that particularly impact on equality and diversity.

The key aspects are: The opportunity for any individual with the necessary skills to be able to apply for work as an external specialist staff and to be utilised when they have the best skills to deliver the specified work / assignment.

B. Analysis

5. Please indicate evidence used and the process by which you have arrived at your conclusions:

I have worked with Lucie Pursell, Director of Administration, Sian Doherty, Faculty Coordinator, Dr Alex Copping, Director of Programmes for Distance Learning and Prof Alex Wright, Associate Dean for Learning & Teaching and Head of the Architecture Group to review the processes and practice for recruiting, retaining and utilising external specialist staff.

6. Risk of adverse impact on protected groups.

	High impact	Medium impact	Low impact
Age		x	
Disability		x	
Gender		x	
Pregnancy/Maternity		x	
Race/ethnicity		x	
Religion/belief		x	
Sexual Orientation		x	
Transgender		x	
Marriage/civil partnership		x	

C. Mitigating potential adverse impact

7. Conclusions and

recommendations for amendments to the policy/practice. Please give an outline of the key actions based on any gaps, challenges, priorities and opportunities you have identified.

## A. Development of job description (JD) and person specification (PS)

Existing controls:

- Template JD & PS and guidance
- Generic best practice JDs & PSs for certain roles
- Guidance on writing a suitable JD & PS which explains discrimination risks and how to avoid these.
- Chairing Recruitment Panel training (for all chairs of recruitment panels) includes developing a non-discriminatory JD & PS.

Additional control proposed:

- Use of generic JD and PS for external specialist bank roles (e.g. Teaching Fellow).

## B. Advertising Process

Additional controls proposed:

- To advertise (on a regular basis) the opportunity to be placed on the department / faculty bank of external specialist staff.

## C. Shortlisting, interviewing and selection of successful candidate

Additional control proposed:

- To shortlist and interview applicants for the external specialist bank in order to select which individuals are placed onto the bank.

## D. Operation and Monitoring of the external specialist staff bank

Additional control proposed:

- To move all currently used external specialist staff within a department or Faculty onto their external specialist staff 'bank'.
- Departments to ensure that staff deployed from their external specialist staff 'bank' to carry out specific work are selected fairly and are the most appropriately skilled of those staff on the bank to carry out the work and role required.

- Departments to review the staff on their external specialist staff 'bank' ideally on a yearly basis and at least every two years as a minimum to make sure that they have the best skills and abilities to meet the needs of the department. Those staff who have not worked for 2 years or more to normally be removed from the bank.

#### E. Status of the management guidance document

Additional control proposed:

- To change the status of the revised document from management guidance to a process and an appendix of the Code of Practice on Recruitment & Selection of Staff

Timescale for implementation of changes or introduction of new policy.

A revised document as an appendix to the Code of Practice on Recruitment & Selection of Staff has been circulated to the Deans and Heads of Department for comment by 21<sup>st</sup> January 2013. This follows the agreement of the Directors of Administration to this document. Dependent on feedback the new document could be implemented from 1<sup>st</sup> February or 1<sup>st</sup> March 2013.

#### **D. Publication**

9. Final reporter:

Peter Eley, Deputy Director of HR

10. Date: 11 January 2013

11. Review date: January 2015