

Equality Analysis

Finance Department

Accessibility of on-line forms

A. Policy/practice details

1. The title of the policy being analysed.

Financial claims - accessibility of on-line forms

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

Forms completed in order to make a financial claim on the University.

3. Who will be affected?

This will apply to staff students (mainly post grads) and some visitors and visiting staff.

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

Whilst not a policy there is a theoretical risk that the forms may be more difficult for those with sight or reading difficulties. However, there is no evidence to support this.

B. Analysis

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

We have no record of any complaint in this area. Relevant members of the Finance Office which covers the responsibility for the forms and for the website have met and discussed the matter. There is a wider desire to enhance the Finance Office website which is not very user friendly. However, this applies to all users; there was no evidence to suggest that any particular

group was disadvantaged. Should the on-line forms be inaccessible we would consider alternatives such as a downloadable form in an easier to read format or we would provide assistance in completing the form. No formal arrangements exist currently for offering assistance.

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.*

N/A

8. Timescale for implementation of changes or introduction of new policy.

N/A

D. Publication

9. Final reporter:

Martin Williams

10. Date:

11/5/2012

11. Review date:

May 2015