

Equality Impact Assessment (EIA).

As part of the University's commitments in relation to the Equality Act 2010, we are legally bound to show "due regard" to the aims of the Public Sector Equality Duty (PSED) when making decisions and setting policies. This duty focuses on the need to pay due regard to:

- Eliminate discrimination, harassment and victimization
- Advance equality of opportunity between different groups, and
- Foster good relations between different groups.

It is therefore essential that consideration is given to the 9 protected characteristics identified in the Equality Act 2010 in regards to any change, with positive and negative impact identified. Change in this context refers to, but is not limited to the following: strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure. Evidence of consideration should be logged accordingly, to be referred to in response to any potential legal challenge, whereby the university would be expected to justify their actions and decisions.

An Equality Impact Assessment (EIA) is a process designed to ensure that policies, practices and initiatives are fair, meet the needs of our staff and students and that they do not unlawfully discriminate against any protected characteristic.

An EIA should form part of any decision-making process and not be seen as an add-on at the final stage. Assessing impact early avoids wasted time and resource, as changes and mitigations can be applied at the outset of the journey, using reliable data and/or engagement with key groups to inform and guide the change. The Equality and Human Rights Commission (EHRC) are clear that engagement should be proportionate and relevant to the size of the organisation and the significance of decision.

It is imperative that the EIA is completed by the lead colleague responsible for the change in the university, to draw on their specialist knowledge and take ownership from the moment of conception, to the final decision and in regards to future monitoring. Further development will be required to record and measure original expectation, alongside possible further equality action.

The form on page 2 will enable you to reflect on the proposed change and assess the potential positive and negative impact from an equalities perspective on our university community.

Title of EIA:	Contractor Management Policy
Lead colleague and contact details:	Rosalynn Stewart rosalynn.stewart@cumbria.ac.uk
Date:	27/09/2023

Step 1: Identify the proposed change e.g. strategy development; projects and plans; initiatives, policy and procedure creation or amendment; restructure
Review and update of Contractor Management Policy.

Step 2: Please reference sources of data/information, consultation, or individuals/groups you have identified to explore equalities impact
Consulted with: Jean Brown – University Secretary Honor Rhodes - Head of Student Support Steven Young - Head of IT University Health and Safety Committee Union representation Consultative Health and Safety Committee AUDE and peers Wider HEI sector activity EDI Policy

Step 3: Assessing the change in relation to potential impact on the university's diverse community

	Acknowledge Potential Positive, Negative or Neutral Impact on Groups (please include relevant data if possible)	Action Plan: how will you mitigate or remove the potential negative impact and maximize the potential positive impact?			
		Action required	Person responsible	Target date	Progress to date
Age (consider older people, younger people, early-career researchers etc.)	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.	EOM	Dec 2025	Document designed. Complete
Disability (including mental health and non-visible disability)	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.	EOM	Dec 2025	Reviewed and developed to provide a wider and detailed scope

<p>Gender reassignment (including Trans and non-binary people, Gender identity and gender expression)</p>	<p>Potential Positive</p>	<p>Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy.</p> <p>EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.</p>	<p>EOM</p>	<p>Dec 2025</p>	<p>Reviewed and developed to provide a wider and detailed scope.</p> <p>Gender neutral language consistently adopted.</p> <p>Collaborative guidance and staff training provided to contractors when required.</p>
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Marriage and civil partnership	Neutral Impact	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.			
Pregnancy and maternity (including adoption)	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.	EOM	Dec 2025	Reviewed and developed to provide a wider and detailed scope, pregnancy and maternity needs assessed as per risk assessment on a case by case basis.
Race	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.	EOM	Dec 2025	Reviewed and developed to provide a wider and detailed scope
Religion and belief (including those without religion or belief)	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor	EOM	Dec 2025	Reviewed and developed to provide a wider and detailed scope

		requirements documentation, via tender and contract offer process. Chaplaincy links to be included in Code of Conduct and information pack.			
Sex	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process. Include intersectional themes where possible.	EOM	Dec 2025	Reviewed annually and developed to provide a wider and more detailed offer each year
Sexual orientation	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy. EDI information and engagement referenced through contractor requirements documentation, via tender and contract offer process.	EOM	Dec 2025	Reviewed annually and developed to provide a wider and more detailed offer each year

		Network activity will support this.			
Other International	Potential Positive	Improved contractor awareness by signposting /sharing of the University of Cumbria Code of Conduct and EDI Policy	EOM	Dec 2025	Reviewed annually and developed to provide a wider and more detailed offer each year Lone Working is captured during Lone Working Risk Assessment.

<p>Step 4: Next steps. Please consider:</p> <ul style="list-style-type: none"> - Is further monitoring/engagement required? - How will you measure mitigation in regards to potential negative impact? - How will you measure maximizing potential positive impact? - When will you review this EIA?
<p>Development of robust Contractor Code of Practice to include reference and digital touchpoints to relevant UoC policies. Introduction of digital sign off as proof of read via CAFM. Consideration to be given to reporting mechanisms for EDI related incidents.</p>

Step 5: Final review. Please confirm the lead colleague has reviewed this EIA and is satisfied it can be considered for final consultation/sign-off.			
Name:	Rosalynn Stewart	Date:	27/09/2023

Step 6: Institutional approval confirming that this EIA is satisfactory in terms of analysis, consultation and mitigation, acknowledging that future monitoring and review will be undertaken to assess actual impact.	
Chair of Committee/Director of Institute/Head of Service:	EDIW Monitoring Group
Date:	4/1/24