

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 09: Policy and Code of Practice on Student Recruitment and Admissions (Admissions Policy)

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?	Bangor University aims to provide a positive experience to everyone that enquires about studying at the University and / or applies for a place on a University programme. The purpose of this Code of Practice therefore, is to set out the University's position on key matters relating to the recruitment, selection and admission of students at the University. It also describes the principles and processes followed by the University for recruiting, selecting and admitting new students. As such, this document is the overarching policy on recruitment, selection and admissions at Bangor University.
Who is responsible for the Policy?	Head of Admissions.
How does the Policy link to the University's strategic priorities?	Our Mission: "inclusive experience". Our Values: "safe, welcoming and inclusive environment".
Which Groups are stakeholders in the Policy?	Central recruitment teams. Central admissions team / staff. Devolved school / college recruitment and admissions teams staff.
Will the Policy be applied uniformly to all areas of the University?	Yes.
Please state which groups the Policy applies to.	Enquirers. Applicants.

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 Code of Practice is to ensure that there is a fair, transparent and consistent process in place for enquirers and applicants.
Could the Policy be used to promote diversity and equal opportunities?	The University is committed to providing equality of opportunity for all applicants, students and staff, irrespective of age, disability, ethnicity, gender, religion, belief or sexual orientation. This

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	Code of Practice should therefore be read in conjunction with the University's Equality Policy (https://www.bangor.ac.uk/humanresources/equalitydiversity/EqualityPolicyStatement.php.en).
Could the Policy be used to promote good relations?	The Code of Practice follows the SPA good practice guidance and aims to improve services and the enquirer / applicant experience. Contextualised admissions is constantly reviewed and the Code of Practice aims to ensure that protected and/or traditionally underrepresented groups are given due consideration and/or additional support/guidance where appropriate, e.g. mature, care leavers, refugees, additional support needs, applicants from disadvantaged background (POLAR postcode areas),etc.

Monitoring

What quantitative or qualitative data is available to advise the Policy?	Quantitative data can be sourced from anonymised applicant statistics held by BU and/or UCAS to inform discussions / decisions if necessary. The Code of Practice is supported by the Enquirer / Applicant Complaints procedure to receive and manage any qualitative issues. Any complaints received and their handling are reviewed and findings / recommendations fed into the relevant task groups for action if necessary.
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Consultation

What Groups have been consulted in drafting the Policy?	The Recruitment and Admissions Task Group (RATG) is responsible for the approval and amendment of this Code of Practice.
How has consultation taken place?	Regular meetings of the key stakeholders (who constitute the RATG) meet regularly throughout the year and records are kept. Any staff member can highlight issues and suggest changes to the Code of Practice at RATG.
How has consultation informed the development of the Policy?	Issues raised at RATG would be captured into draft updates and then formally considered for update / amendment to the Code of Practice for RATG approval.

Implementation

How will the Policy be implemented?	The RATG is responsible for the approval and amendment of this Code of Practice. The Code of Practice is available online at www.bangor.ac.uk and also in print upon request.
Who will be responsible for the implementation of the Policy?	The Head of Admissions is responsible for managing the Code of Practice.

Monitoring

How will the Policy be monitored to ensure that it is achieving its aims?	Continuous monitoring and reporting to RATG to ensure effectiveness and identify any issues which need to be addressed / actioned.
Who will be responsible for monitoring the Policy?	Recruitment and Admissions Task Group (RATG).
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 Code of Practice is on an annual 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?	The SPA good practice guidance expects that all University Staff are familiar with the Code of Practice. Those new to the area of Recruitment and/or Admissions, centrally or at devolved College / School level should be directed to familiarise themselves with the Code of Practice.
What are the other resource implications of implementing the Policy (including time and workload)?	Online resources are being developed and will be made available at www.bangor.ac.uk

RECOMMENDATIONS AND REVIEW DATE

Every years – Next review May 2020

IMPACT ASSESSMENT SIGNATURE AND DATE

 Gaynor Mew	30 August 2019
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