

GSA SUMMARY REPORT OF EQUALITY CONSIDERATION AND ASSESSMENT OF EQUALITY IMPACT

Date of Assessment:	August 2017	
School or Executive Group Area:	Registrar and Secretary	
Department:	Policy and Governance	
Lead member of staff: e-mail:	Virginia Toyi v.toyi@gsa.ac.uk	
Area of decision making/title of policy, procedure, programme or relevant practice:	Public Interest Disclosure (Whistle Blowing) Policy	
Please indicate if this is:	New:	<input type="checkbox"/>
	Existing/Reviewed:	<input checked="" type="checkbox"/>
<p>1. Summary of how equality, diversity and participation have been considered and due regard given to the Public Sector Equality Duty (PSED):</p> <p>The policy is available to employees and all individuals within the GSA community¹ who wish to disclose concerns about dangerous, fraudulent, illegal or unethical conduct, malpractice or impropriety at or by the GSA. It provides a process to support the investigation of any matters raised, in a fair, expedient and discreet manner.</p> <p>The process has recently been reviewed to:</p> <ul style="list-style-type: none"> • Ensure that the purpose of the policy is clearly defined and its application reflect legislative and employer responsibilities. • Ensure that GSA protects any employee (and individuals within the GSA community) that raise a concern under the policy from disadvantage, detriment and/or unfair dismissal in compliance with the Public Interest Disclosure Act 1998. • Safeguard those against whom allegations have been made. <p>The nature of this policy requires that it applies equally and fairly to everyone within the GSA community, and provides a framework to handle concerns relevant to the policy in a clear and consistent manner.</p> <p>The PSED has been considered as an integral aspect of the policy review process.</p>		
<p>2. Evidence used to make your assessment:</p> <ul style="list-style-type: none"> • One concern was raised under the Public Interest Disclosure Policy in 2015 and no concerns have been raised subsequently. The concern was not relevant in the context of this equality impact assessment. • No recorded complaints related to whistleblowing in the last 12 months were found. • An analysis of relevant documentation was conducted to identify any potential for differential impact on people from protected characteristic groups. 		

¹ This includes ex-employees, students, members of the Board of Governors

- Consultation was undertaken with Union Representatives, Senior Management, Audit Committee and Head of Human Resources in the review of the policy.

Outline any positive or negative impacts you have identified:

No actual or potential negative impact on people from any protected characteristic group has been identified in relation to the application of the policy or its implementation.

The potential for positive impact has been identified as follows:

- The purpose of the policy is to support and promote a culture of openness and accountability in which employees, students and Board members are able to raise genuine concerns about malpractice or serious risk, as early as possible, prevent such situations occurring and ensure a process is in place to address such issues.
- The policy signposts staff and students to other relevant policies and contains a clear commitment to prevent victimisation and harassment as a result of raising a concern under the policy.
- The policy recognises the difficulty staff may face in voicing concerns and assures staff, students and Board Members that they will be supported and confidentiality respected. The policy further offers an opportunity for disclosures to be made to three extra Designated Officers.
- The policy offers a mechanism through which a potential concern related to individuals or institutional discriminatory practice could be raised in the public interest.

4. Actions you have taken or planned as a result of your findings:

(Please complete the action plan in this section)

Action	Equality Impact	Person responsible	Time frame
<p>1. Monitoring and reporting</p> <p>Implement robust monitoring mechanisms of the application of this policy:</p> <ul style="list-style-type: none"> • To include data on the number and nature of concerns raised informally and formally, how they were addressed and the outcomes. 	<p>Provide a mechanism to identify common themes and their relevance to the PSED to inform delivery of the PSED.</p>	<p>Registrar and Secretary</p>	<p>Semester 1 2018-19.</p>

5. Where/when will progress and the outcomes of your actions be reported and reviewed:

Registrar and Secretary will report annually to the Audit Committee.

6. How will your actions and intended outcomes contribute to the delivery of GSA's equality outcomes:

The implementation of appropriate monitoring and reporting of all concerns raised will provide data on the organisational culture of GSA and where relevant will be available to inform the delivery of the PSED and GSA's Equality Outcomes.

The outcome of your assessment:

- No action (no potential for negative or positive impact)
- Action to remove barriers/mitigate negative impact
- Action to promote positive impact

Sign-off, authorisation and publishing

Review Lead

Name	Virginia Toyi
Position	Policy and Governance Officer
Signature	
Date	18 August 2017

Executive Lead

Name	Craig Williamson
Position	Registrar and Secretary
Signature	
Date	18 August 2017

Equality Lead (Head of Student Support and Development)

Signature	Jill Hammond
Date	18 August 2017