**Section 1: Contact details**

*Please complete your personal details and contact information in the spaces provided.*

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| --- | --- |
| Impact assessors name:  | Emma Gilbert |
| Job title: | Senior Events Officer |
| Faculty/Service Area: | External Relations |
| Email: | graduation@leedsbeckett.ac.uk |
| Submission date: | 25 April 2019 |

**Section 2: About the policy, practice or procedure**

*Please describe what you are impact assessing and who it applies to.*

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| --- | --- |
| Title:  | This is the impact assessment for the annual summer graduation week 15-18 July 2019 |
| Description/purpose: | To ensure that policies are in place to protect and cater for all protected groups |
| People it applies to: | ☑ Staff | ☑ Students | ☑Visitors | ☑ General public |

**Section 3: Data and evidence**

*a) Have you identified relevant evidence (qualitative and quantitative) to establish whether this policy,**practice or procedure could potentially affect some equality groups more than others?*

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| --- | --- | --- |
| Have you analysed equality data for each of the groups identified in Section 2?  | ☐ Yes  | ☑ No |
| Have you identified/researched anecdotal or alternative evidence? | ☑ Yes  | ☐ No |
| Have you attached the evidence to this impact assessment? | ☐ Yes  | ☑ No |

b) *Based on your research/evidence, which equality groups might this policy, practice or procedure affect more or less than others (if any)?*

|  |  |  |  |
| --- | --- | --- | --- |
| Age | ☑  | Religion and belief (including no belief) | ☑  |
| Disability | ☑ | Sex | ☑ |
| Carers | ☑ | Sexual orientation | ☑ |
| Marriage and civil partnership | ☑ | Trans | ☑ |
| Maternity Pregnancy and Adoption | ☑ | *Mode of attendance – part-time/full-time*  | ☐ |
| Race | ☑ | *Socio-economic group (students only)* | ☑ |

*c) Using examples from the evidence you have collected, please describe the impact on the equality groups you have identified in part b).*

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| * The Equality & Diversity representatives are included in the Graduation Service Delivery Group to consider the planning and delivery of graduation throughout the university.
* EAP also liaise with the Equality & Diversity team on individual, sensitive and confidential matters when they arise.
* Leeds Beckett Support Workers remind the students they support of the support available and key dates to note.
* Students are asked at the time of booking their place whether they or their guests have any special requirements in terms of disabilities:
* The website links to Access Able, providing further information about the graduation route
* Students and guests can request information be converted into a range of alternate media via SensusAccess
* We promote disabled parking spaces provided around the fd arena, which has a capacity for 13,000 attendees. If students and their guests have a specific need for accessible parking, it can be arranged at the Rose Bowl
* End of aisle seating and dedicated spaces for wheelchair users are reserved in the auditorium so that families/guests can sit together
* There is a hearing loop available in the auditorium. Guests and graduates need to collect a device at the welcome desk to enable the hearing loop in the auditorium. First direct arena check this regularly.
* Accessible toilets are available
* A mechanical lift will be provided at either side of the stage so students can progress across the stage and leave the stage via the lifts. This will be operated by our event management provider or fd arena.
* People with anxiety are offered pre-event, on the day and run-through support as well as end of aisle seating.
* A sign language interpreter is provided for any hearing impaired students or guests if requested. Students can arrange their own and provide details, or we use Top Language Solutions or Interpreting Solutions as one of our approved suppliers
* There is a low risk that the lifts and escalators, used throughout the buildings used for graduation, break down.
* Baby changing facilities and baby feeding rooms are available in some locations
* Prayer Room facilities are available in a box in the fd arena and also at City Campus (a short walk from the fd arena)
* Some students do not wish to shake hands with the Vice Chancellor/Deputy Vice Chancellor on stage. Students will advise ushers of this before the ceremony. All ushers will be briefed beforehand and ushers will be informed before each ceremony, that if a student does not wish to shake hands with the Vice Chancellor/Deputy Vice Chancellor, they should touch their left shoulder with their right hand. The Vice Chancellor/Deputy Vice Chancellor are also briefed about this and will know not to shake hands with the student on stage
* Equality and Diversity briefing notes and training will be provided as part of Usher Training sessions to ensure staff working at the event are aware of possible requirements based on disability, religion, gender and cultural sensitivities.
* Unlimited tickets are available to students for graduation in the fd arena. Live screening venues on campus are therefore not needed. Ceremonies will be streamed live on LBU’s Youtube channel and also on Facebook Live.
* A family-friendly room to watch the ceremony from a distance will be available in one of the boxes.
* Children under two-years of age are permitted in to the auditorium free of charge and must sit on the knee of an adult. Prams and pushchairs are not permitted in the auditorium but can be left in the free of charge cloakroom
* All attendees (including children under two) must have a ticket to enter the arena and all attendees will be screened upon entry for security purposes. Airport style technology and SIA door supervisors are used by the fd arena.
* Dedicated first aid specialists will be available in the fd arena and at the post ceremony celebration space (venue TBC)
* Gender-neutral toilets are available at Portland building in City Campus
* Students are able to change the name they are announced over the stage with in the lead up to graduation and on the day
* Students are asked to provide the phonetic spelling of their name when they register their attendance at graduation if they are concerned about it being mispronounced. ‘Phonetic’ is explained to ensure it is understood.
* The name printed on the certificate and in the programme is the name the student is registered with at the university. If a student has changed their name and want their new name to appear on their certificate, they can contact their school administrator before Wednesday 26 June 2019 with proof of their name change
* Images from students’ experiences at university related events are included in the pre-ceremony video and feature events including, Freshers Week, Leeds Pride, SU gigs and various key dates in the academic calendar.
* The university endeavours to ensure a diverse representation of senior management on the Platform Party.
* Academic colleagues are invited to attend graduation as part of the academic procession. An e-invitation is sent to them advising them of the booking dates; 16 April to 31 May for 2019 with the Events team accepting late bookings until 17 June. Colleagues complete a google form which asks for any special requirements. Upon bookings closing, the Events team contact anyone indicating that they have a special requirement and offer a number of options based on their needs. The options are also communicated in the academic procession briefing issued to all colleagues booked on to a procession.
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**Section 4: Progressing the Equality Duty**

*Is there an opportunity to use this policy, practice or procedure to advance the core aims of the Equality Act at our University?*

|  |  |  |
| --- | --- | --- |
| Eliminate unlawful discrimination, harassment and victimisation | ☑ Yes  | ☐ No |
| Advance equality of opportunity between different protected groups | ☑ Yes  | ☐ No |
| Foster good relations between different protected groups | ☑ Yes  | ☐ No |

**Section 5: Action planning**

*Please describe what actions you will take as a result of undertaking this impact assessment – what is the timescale for each and who is responsible (add more rows if necessary).*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Action** | **Timescale** | **Responsibility** |
| 1 | Request phonetic spellings are included at student enrolment | September 2019 | Race Charter – E&D team |
| 2 | Confirm post-graduation celebration space and facilities | End May 2019 | Events team |
| 3 | Ensure Hearing Loop provision in Arena is tested ahead of ceremonies | July 2019 | Events team |
| 4 | Signpost information around reasonable adjustment for staff well ahead of the ceremony date and review whether this can be made more visible earlier in the process | tbc | Events team |
| 5 | Reflect the operational/cost requirements for timing of ceremonies within the EIA narrative as the early ceremonies have the potential to disproportionately impact:* those with caring responsibilities and/or childcare considerations
* those in lower income households where an overnight stay may be required to get here in time
 | Include for 2020 | Events team |
| 6 | Review the graduation scripts with Marketing colleagues for any references which might be culturally sensitive or reinforce existing stereotypes | July 2019 | Events teamComms teamUET |