ROYAL ACADEMY OF MUSIC

EQUALITY IMPACT ASSESSMENT

Department	HR
Policy	Staffing Contractual Variation Policy (Teaching Staff)

1. Description of policy

It is Academy policy to ensure that teaching staffing levels are reviewed annually to ensure they match the available workload. The aim of the Staffing Contractual Variation Policy (the Policy) is to ensure that changes are fair, transparent and applied consistently and with reference to current legislation and statutory guidelines. The Policy includes a detailed description of the process undertaken to determine whether individual contractual variation, including potential for reduction in teaching hours, is necessary. Where such a reduction is necessary, the University and College Union (UCU) local representative and the professor concerned will be notified in writing of the Academy's intention to amend the contract for the forthcoming year. This may, in some instances, conclude with the termination of an existing contract and the professor concerned being offered an hourly paid contract to reflect their revised teaching load.

This Equality Impact Assessment (EIA) considers the potential impact of the Policy on staff who possess protected characteristics under the Equality Act 2010. The assessment aims to ensure that contractual changes are managed fairly, transparently, and consistently, while minimising any adverse effects on equality, diversity, and inclusion.

The policy is published on the Academy's Policy Repository at Policy Repository - Human Resources - Current Policies - Human Resources

2. **Could the policy have an adverse impact on equality? Please consider this in relation to the following protected characteristics as defined by the Equality Act 2010:**

- Age
- Disability
- Gender re-assignment
- Marriage or civil partnerships
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

No, not directly but following points should be considered:

- Inclusion of reference to the Equality Act 2010 and a statement confirming that the procedure described within the Policy will take into account any information pertinent to the protected characteristics of the individual professor concerned.

- Point 2.2 of the Policy makes provision for students to express a preference for a specific professor and states that wherever practicable this will be honoured. It should be made clear in the Policy that this is based on artistic/educational reputation and/or continuation of an existing teaching relationship, to avoid any suggestion of bias in relation to the protected characteristics of the professor concerned.

- Point 2.2 also has the potential for a negative impact on the pregnancy and maternity characteristic. There is a risk that a student who is aware that a professor is pregnant, and likely be to taking a period of maternity leave, may not be willing study with the professor because it would involve changing teacher at some point in the academic year. There is also the risk that the professor concerned may face losing students, and associated contractual hours, on their return to employment as students have built a relationship with their new/cover professor during that period. This can be mitigated by issuing student guidance and careful monitoring of student preferences.

3. Does the policy provide opportunities to make a positive impact on equality?

The policy is essentially neutral in terms of equality impact, but it does:

- Advise staff who may wish to vary the terms of their contract themselves, for example by changing their working hours or full-time equivalent, to consider the Academy's Flexible Working Policy.

- Support staff planning to take retirement by allowing requests for a phased retirement plan, whereby hours are steadily reduced in preparation for retirement, with outcomes based on consultation with the Head of Department and subject to approval of Senior Management Team.

4. What evidence has been considered? What consultation has been undertaken?

- The Policy Review Group, which includes the Registrar and Director of Student Operations, Director of Finance and Director of HR
- The HR team
- Belonging Committee

5. What actions have been agreed as a result of this EIA?

The Contractual Variation Policy is a legitimate mechanism for responding to need for variation in teaching allocation at the Academy. Whilst the policy is largely neutral in terms of equality, there is potential for indirect adverse impact on professors who are pregnant or returning from maternity leave. This can, however, be mitigated by careful monitoring of the process.

Progress on the actions detailed below will be reported to the Belonging Committee.

Action	Who	Timescale
Monitor contractual variation outcomes by protected characteristic	HR	Ongoing
Monitor student preferences to ensure there is no bias against protected characteristics, particularly the pregnancy and maternity characteristic	HR	Ongoing
Monitor grievances and appeals arising from contractual changes	HR	Ongoing

Received by the Belonging Committee
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