Equality Impact Assessment Guidance and Template

This form is intended to help you decide whether an Equality Impact Assessment (EqIA) is needed and, if it is, to carry out the assessment of impact.

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and undertake our online training on Equality and Diversity and EqIA. These, along with further information and resources, are available at www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment

EqIA is part of the University's general equality duty under the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The Equality Act 2010 specifies the following 'protected characteristics': age, disability, race (including ethnicity and nationality), religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity, and marriage or civil partnership. This form uses 'equality group' to mean persons who share a relevant protected characteristic.

The University has a general equality duty to have due regard to the **needs** to:
- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

Under the Scottish Regulations, the University has a specific duty – subject to relevance and proportionality - to assess the impact of applying proposed new or revised policies and practices against the needs above. 'Policy and practice' should be interpreted widely to include the full range of the University's policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services – essentially everything we do.

This form is a tool to help with screening and EqIA and is designed to lead you through the process through asking pertinent questions and giving examples. However, the law does not dictate a particular form for EqIA. The requirement is to actively consider how a policy or practice will meet the general equality duty, and take any necessary action. Wherever practicable, EqIA should be built into standard processes and tailored to the nature of the policies or practices involved.

It is, however, necessary to publish EqIA where the policy or practice is applied, so all EqIAs – in whatever format - should be sent to equalitydiversity@ed.ac.uk for publication.

The form includes: some details about the policy/practice; a screening analysis to indicate whether full EqIA is required; and then a number of questions to enable full EqIA.

Answers should be recorded after the questions and the form can be expanded and supplemented as required. Answers may be as long or short as is necessary and relevant, bearing in mind that the effort involved in EqIA should be proportionate to the relevance of the policy or practice to equality.

Once completed, this form will be the record of the screening and, where applicable, the EqIA of the policy or practice. All full EqIAs are published.

A. Policy or Practice (name or brief description):

Information Portal
The purpose of the Information Portal is to provide reference material on University data. With the aim of informing staff about what data they can get from core University systems and how this can be used in the preparation of management information.

B. Reason for screening (delete as applicable):

Proposed new policy/practice
Update 2015 – Details of University data sets can now be found under the web pages of the Information Portal. Each area is responsible for including and updating details of data available from their systems. Along with providing a contact point for any further details or assistance.

C. Person responsible for the policy area or practice:

Name: Tracey Slaven

Job title: Deputy Secretary, Strategic Planning

School/service/unit: University Secretary's Group

D. Screening Analysis

1. Does the policy or practice affect primary or high level functions of the University?
   Yes

2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)?
   No

3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA?
   Yes

If the answer to any of these questions is 'Yes', an EqIA should be carried out on the proposed/revised policy or practice at an early stage and in any event before it is finalised.

E. Screening outcome

Equality Impact Assessment required: **Yes**

Record notes about the screening process or outcome here.
- If EqIA is required, note when/at what stage(s) and by whom EqIA will be carried out.

- If EqIA is not required, note plans for review, monitoring or other action (including the communication of any favourable equality impact).

EqIA is required and will be carried out by Siobhan MacInnes and Andrew Quickfall while portal is still under development.
Update 2015 – The Informational Portal was launched in 2014 and the EQIA was conducted during development and launch. Feedback on the Information Portal continues to be monitored

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F. Sign-off

Screening undertaken by (name(s) and job title(s)):
      Siobhan MacInnes, BI/MI Project Officer
      Andrew Quickfall, Senior Strategic Planner
      Update 2015: Craig Middlemass, BI/MI Programme Coordinator

Accepted by (name): Tracey Slaven

Date: 18/06/2014, **Update 2015 – 01/10/2015**

If EqIA is not being carried out, delete the remainder of this form and send the completed form to equalitydiversity@ed.ac.uk.

G. Equality Impact Assessment

Before assessing the policy/practice, ensure that you have a clear understanding of the purpose of the policy or practice, the context, the intended beneficiaries and the results aimed for.

In answering the questions below:
- Bear in mind that the extent of EqIA should be proportionate to the relevance of the policy/practice to equality. It may not be practicable or necessary to answer every question or address every potential scenario.
- Focus mainly on aspects of the policy/practice that are most relevant to the question, to ensure most attention is given to the most important areas.
- Relate answers to consideration of the available evidence and address any gaps or disparities revealed, where feasible without disproportionate effort. For new policies, assess potential impact.
- Describe any action identified to address any issues highlighted.
- Where there is potential for adverse impact, but the policy/practice will still be applied, indicate the rationale for that decision.

Initial/partial EqIA: in some circumstances - particularly for new policies/practices – there may be limited information on which to base EqIA. In these cases, the EqIA should be carried out to the extent possible and should identify arrangements for monitoring/investigation of equality impact and for fuller EqIA in future.

Wholly positive impact: Some policies/practices may be viewed as having only positive equality impact. For these, consideration should still be given to ensure that no adverse impact is overlooked and to ensure that full advantage is taken of the positive impact, e.g. through effective communication. However, the effort involved in carrying out EqIA should not be excessive.

1. Overview. Indicate the current status of the practice or the stage of development/review. Also note any general comments here regarding the relevance and significance of the policy/practice to equality. Which aspects of the practice are particularly relevant (which should be the main focus for EqIA)? On what aspects of equality does the practice particularly impact?

   The Business Intelligence /Management Information project aims to improve the quality of management information in the University of Edinburgh. The Knowledge Strategy Committee approved a project that directly builds on existing work around the University in the area of Management Information and Business Intelligence. This builds on work completed by Deloitte who produced a Needs Analysis which established the scope of the project. The Information Portal is a pilot project being developed as part of the Business Intelligence /Management Information Project designed to allow access to information across the university to be better and more transparent, eventually allowing for improved decision making. The Portal should act, in this iteration as the main source for accessing key information and guidance about that information across the whole institution. This should allow for a greater level of accessibility for the information from this point on.

   Update 2015 – The Information Portal was launched in 2014 and continues to be a reference point for Management Information. The Informational Portal has been used by a small number of individuals with Management Information as a part of their role and is maintained by a handful of system and data owners across the University.

2. To which equality groups is the policy/practice relevant? Policies/practices applying to substantial groups of students or staff will be relevant to all equality groups, which should be noted. However, also indicate any equality groups for which the policy/practice is particularly relevant, and why.

   The protected characteristics under the Equality Act are (delete any that are not relevant):

   - Age
   - Disability
   - race (including ethnicity and nationality)
   - religion or belief
   - sex
   - sexual orientation
   - gender reassignment
   - pregnancy and maternity
   - marriage or civil partnership[1]

   In answering the questions below consider each of these equality groups. As part of this, consider diversity within, as well as between groups (e.g. different disabilities, different racial groups). Consider the implications of combinations of protected characteristics e.g. issues of relevance to women may vary once race, religion and age are taken into consideration. Also consider the impact on those with caring/family responsibilities (which tends to impact more on women).

   The portal will be available to all staff at the University and therefore it has the potential to be relevant all groups. However, the portal will be of particular relevance to the protected characteristics of disability (in that the online system will need to be accessible in terms of meeting current guidelines and compatible with assistive technology) and also Race as

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[1] Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

the system will only be offered in English, although English is the main teaching language of the University so we would not envisage this to have a negative impact.

Update 2015 –. There are clear contacts for each of the Management Information sections contained in the portal, allowing access to alternative formats and assistance should a user require it.

3. What evidence is available about the needs of relevant equality groups? E.g. information/feedback from equality groups or other stakeholders, involvement or research with equality groups or individuals, equality monitoring data, service monitoring data, information for other similar policies/practices, staff surveys, research reports, demographic information, audit, inspection or management reports and recommendations.

   Where are the gaps in evidence? If there is insufficient information to properly assess the policy, how will this be addressed? If information cannot be gathered now, consider building monitoring into the plans for implementation/review of the policy/practice. Note: the resources put into collecting evidence should be proportionate to the relevance of the policy/practice to equality.

   Though workshops and roadshows with potential user groups and system owners have taken place to identify best approaches, these have looked at the project as a whole and not solely at the Information Portal. There have also been user testing sessions and presentations to groups across the university including those who will be providing the information for the portal (system owners). The Information Services Disability Information Officer (IS DIO) will complete a detailed accessibility review of portal and will continue to review the accessibility of all new developments. We will monitor feedback from users and review this approach to evidence gathering where appropriate.

   Update 2015 – The Informational Portal has been available to all staff for almost a year and has been accessed by a number of users. The only feedback we have received is on how the portal is a useful source of information and there has been no feedback related to any of the 9 protected characteristics.

4. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular equality groups or give rise to indirect discrimination?

   We do not believe the application will lead to discrimination as we have extensively tested the application to make it as accessible as possible to disabled users and put in place reasonable adjustments where necessary. Although the Information Portal is only provided in English the portal is only available to internal users (Staff) and as English is the main teaching language of the university we would not envisage this causing any issues.

   Update 2015 – There have been no incidents, reports or feedback that would suggest to us that the introduction of the system has led to any forms of prohibited conduct.

5. Are reasonable adjustments built in where they may be needed?

   Where an individual is unable to use the online system for any reason the information can be provided to them in an alternative manner. All communication regarding the portal will be available in alternative formats upon request.

Update 2015 – Clear contact points for each of the Management Information owners are detailed in the Information Portal making it simple and transparent to contact the provider of the information in the event of not being able to fully utilise the Information Portal. To date there have been no requests for reasonable adjustments.

6. Does the policy/practice contribute to advancing equality of opportunity[2]? Will it help to:
   - remove or minimise disadvantage
   - meet the needs of different equality groups
   - encourage increased participation of particular groups
   - take account of disabled people's impairments?

   The portal should make it easier to access information which should improve the user experience for all users and may encourage participation from some disabled users as we have ensured the system is as accessible as possible. It may also enable users to find information regarding the Universities Equality and Diversity polices quicker and easier giving them higher prominence**.**

7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not[3]? Will it help to tackle prejudice and/or promote understanding?

   A more accessible system and clear information on the accessibility of the system will hopefully illustrate to all the seriousness with which Edinburgh University considers Equality and Diversity issues and especially in this case the protected characteristic of disability.

8. Is there evidence (or an expectation) that people from different equality groups have different needs or experiences in relation to the policy/practice? If so, what are they?

   A proportion of disabled users will require the system to be accessible (in terms of current WCAG version 2 guidelines) and to be compatible with assistive technology. As the main teaching language of the University is English the system will only be available in English.

9. Is there evidence (or an expectation) of higher or lower uptake by any equality group(s)? If so, give details of the differences and the reasons for these (if known)?

   No evidence or expectation of this.

   Update 2015 – There has been no evidence to suggest that there has been any higher or lower uptake by any equality group.

10. Is any equality group excluded from participating in or accessing the service or functions? If so, why?

    No, although the application is only provided in English but as English is the main teaching language of the University we would not envisage that anyone accessing the service would be prevented from doing so.

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[2] This question does not apply to the protected characteristic of marriage or civil partnership
[3] This question does not apply to the protected characteristic of marriage or civil partnership.

Update 2015 – There has been no evidence, feedback or situation that would lead us to suspect that any equality group had been excluded from using the system.

11. Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income? Is the communication of the policy/practice accessible to all groups?

    We do not believe that the policy should create any barriers. We will ensure that all communication regarding the upgrade will be available in alternative formats upon request and have put in place reasonable adjustments to ensure no none is excluded. The University offers free 24 hour access to computers for staff (and students) so even those users without their own access to the internet should be able to access the Information Portal as required.

    Update 2015 –   There has been no evidence, feedback or situation that would lead us to suspect that the system has created any barriers.

12. How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?

    The Information Services Disability Information Officer is reviewing the accessibility of the system for disabled users. In addition all feedback will be monitored and acted upon to ensure there is no negative impact on any protected characteristics.

    Update 2015 – We will continue to monitor feedback for any comments (positive or negative) relating to any of the 9 protected characteristics and act accordingly.

13. Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here.

    No.

H. Equality Impact Assessment Outcome

There is a legal obligation to take account of the results of the EqIA in the development of a new or revised policy or practice. This requires considering taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. Clearly any unlawful discrimination must be eliminated.

Having considered the answers in section G, select one of the four options below to indicate how the development/review of the policy/practice will be progressed. Delete the options that do not apply.

Option 1: No change required – the assessment is that the policy/practice is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review.

State the reasons for this conclusion and the evidence used, if not already included in section G.

I Action and Monitoring

1. Specify the actions required to implement the findings of this EqIA.

    Staff will be informed about the reasonable adjustments such as the requirement that individuals unable to access the online version will be offered the information in alternative formats e.g., verbally from their line manger etc. The accessibility evaluation of the upgrade will be considered and changes made where necessary and information on the accessibility of the system will be provided.

    Update 2015 – No further action is required at this time apart from the ongoing monitoring of feedback which is ongoing.

2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

    All feedback will be monitored to see if any issues regarding equality and diversity are being highlighted.

    Update 2015 – Feedback continues to be monitored and acted on upon accordingly.

3. When will the policy/practice next be reviewed?

    Anytime the system is upgraded and on an annual basis

    Update 2015 – The Informational Portal has content owners that ensure content is kept up to date and credible. The Wiki pages themselves have undergone no structural changes since implementation. The policy/practice will be reviewed the next time a change is required to the Wiki or the Information Portal is migrated to another technology.

J. Publication of EqIA

EqIAs are published on the Equality and Diversity website.

There is a statutory requirement to publish EqIAs within a reasonable period. However, in some circumstances there may be valid reasons to limit what is published or to delay publication.

Can this EqIA be published in full, now? Yes

K. Sign-off

EqIA undertaken by (name(s) and job title(s)):
        Siobhan MacInnes (BI/MI Project Officer)
        Andrew Quickfall (Senior Strategic Planner)
        Update 2015 – Craig Middlemass (BI/MI Programme Coordinator)

Accepted by (name): Tracey Slaven

Date: 10/09/2014, **Update 2015 – 01/10/2015**

Retain a copy of this form for your own records and send a copy to equalitydiversity@ed.ac.uk