



## Equality Impact Assessment Template

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement and Guidance and Checklist Notes, 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](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment)

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

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

**Practice – Replacement Planning Budgeting and Reporting System**

**B.** Reason for Equality Impact Assessment (delete as applicable):

- ~~• Proposed new policy/practice~~
- **Proposed change to an existing policy/practice**
- ~~• Undertaking a review of an existing policy/practice~~
- ~~• Other (please state):~~

**C.** Person responsible for the policy area or practice:

Name: **Judith Law**

Job title: **Senior Management Accountant**

School/service/unit: **CSG – ACE (Accommodation, Conference & Events)**

**D.** An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- affects primary or high level functions of the University **YES**
- Is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **YES**
- It is one which interested parties could reasonably expect the University to have carried out an EqIA? **YES**

**E.** Equality Groups

To which equality groups is the policy/practice relevant and why? (delete any that are not relevant):

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- gender reassignment

- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

The system could potentially be used by any member of staff and so potentially impact on all 9 protected characteristics we feel the only areas that have the potential for any real impact are Disability and Race and to a lesser degree sex and pregnancy/maternity.

#### **Disability**

**Disabled users will require the system to be accessible i.e. meet the Web Content Accessibility Guidelines version 2 AA standard and be compatible with assistive technology. There is also the potential for a positive effect as the new system stores information in a cloud system making home working more possible which may benefit some disabled users.**

#### **Race**

**The system is in English only so could potentially have an impact on race, however English is the main teaching language of the University there therefore we feel there should be no disadvantage as this system will only be used by staff of the University.**

#### **Sex/Pregnancy and Maternity**

**There could be a positive effect on gender/pregnancy and maternity as the new software will be accessible on the cloud making it more accessible to home workers – which could have a positive effect on woman who has statistically been shown to be more likely to have caring responsibilities and those who may find it easier to work from home e.g. in some cases pregnant woman, disabled users**

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups:  
**As part of the tender process the IS Disability Officer was consulted, and produced a list of requirements which were included in the tender documents and the systems were evaluated and tested. Of the 2 companies submitting tenders, only one passed the evaluation, with a score of 53% (The other tender bid did not meet minimum criteria)**
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be addressed:  
**Given the small number of (13 staff) users of the system we believe we have sufficient information to proceed**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:  
**We do not envisage this application will lead to any form of prohibited conduct as the system has been evaluated as part of the tender process above, and that being in English is not going to disadvantage staff users as it is the main teaching language within the University.  
If for any reason a disabled person could not use the system and we were unable to rectify the issue then we would put in place reasonable adjustments.  
For example give support in inputting or interpreting data.**
- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>  
**Yes – the system has been evaluated as part of the tender so we believe it will be more accessible to disabled users. In addition being a cloud based system**

<sup>1</sup> 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.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

**will facilitate working from home, which could be an advantage to groups with caring responsibilities or disabled staff.**

- If there is an opportunity in applying this policy/practice to foster good relations:  
**We have demonstrated our commitment to equality and diversity by taking into account the needs of disabled users as early as possible in the procurement process.**
- If the policy/practice create any barriers for any other groups?  
**We do not envisage any additional barriers as all staff have free 24 hour access to computing facilities so there ought to be no impact on staff of various income levels or socioeconomic status.**
- How the communication of the policy/practice is made accessible to all groups, if relevant?  
**We will ensure that all information on the policy will be available in alternative formats on request.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?  
**Given the very small user base (13 staff members) of the system it was decided it was not proportionate to involve specific representatives from each equality group. However we have liaised with the IS Disability Officer throughout the tender process and will monitor all feedback regarding any effect on protected characteristics and act accordingly. Any changes to the system will be evaluated for accessibility.**
- Any potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations:  
**As above, we will monitor all feedback regarding any effect on protected characteristics and act accordingly**

#### F. Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

**Option 1: No change required – the assessment is that the policy/practice is/will be robust. For the reasons stated above.**

~~**Option 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.~~

~~**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated~~

~~**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated.~~

#### G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
  - **Inform staff of the need to make alternative formats available on request**

- **Remind staff of the need to make reasonable adjustments**
- **Monitor all feedback for any potential positive or negative impact on the 9 protected characteristics.**

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

**We will review when there are changes to the system or in the light of any positive or negative feedback on any of the 9 protected characteristics.**

#### **H. Publication of EqIA**

Can this EqIA be published in full, now? **Yes/No**

If No – please specify when it may be published or indicate restrictions that apply:

#### **I. Sign-off**

EqIA undertaken by (name(s) and job title(s)):

**Judith Law, Senior Management Accountant**

Accepted by (name):

**Claire Barnish, Assistant Director, ACE Support Services**

Date: **25.01.2016**

Retain a copy of this form for your own records and send a copy to

[equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)