



## 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):** **Introduction of an Estates Committee Management System. This is a fully integrated cloud-based online IT system that incorporates a workflow to manage the full lifecycle of committee reports, agendas and minutes. It also includes management of committee membership and will act as a single point for all Estates governance.**

**B. Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):**

- **Proposed new system**  
**This is an EqIA for a new management system**

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

Name: **Kyle Clark-Hay**

Job title: **Head of Estates Business Services**

School/service/unit: **Estates Business Services**

**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? (add notes against the following applicable equality group/s)

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

- marriage or civil partnership<sup>1</sup>

**The Committee Management System allows effective management of governance forums including Estates Committee, Project Boards and Estates Management forums. The system will manage the entire meeting lifecycle including membership, terms of reference, agendas and papers – from planning to publication and minutes, and decisions. There is no specific functionality within the system to allow attendees to make reasonable adjustments for the meeting or request alternative formats. However the contact details for the relevant person who manages each of the meetings within the system will be included within the public facing pages and all committee meeting agendas include the reference for alternative formats.**

**The new system does have the potential to impact all 9 protected characteristics as it will impact on all staff on Estates Committees however we anticipate that potentially it may have most impact on the protected characteristics of disability and race.**

**There is the potential for an impact on race as the system will be in English however this is the main teaching language of the University and the system is only available to staff so we do not believe this will cause any disadvantage.**

**Disability may be impacted because the new system must be accessible to disabled users including the need to be compatible with assistive technology. We will ensure as far as possible that the system promotes and facilitates compliance with the Web Content Accessibility Guidelines version 2.1 AA standard and the Public Sector Bodies (Websites and Mobile Applications)(No.2) Accessibility Regulations 2018. All content published to the system must not discriminate against any of the protected characteristics. Any content that was found to discriminate against any of the protected characteristics would result in severe disciplinary action. The University vision is a continuing commitment to equality and diversity for both students and staff. The University has a single equality strategy to ensure that equality and diversity are guiding principles in our pursuit of academic excellence.**

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

**The Information Services Disability Information Officer has been involved in the procurement of the system and tested the systems accessibility in line with the Web Content Accessibility Guidelines 2.1 AA standard (including compatibility with assistive technology) and any changes in the system will be evaluated to ensure they are as accessible as possible. All feedback will be monitored by Estates for any comments positive or negative related to any of the 9 characteristics.**

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

**At this stage we feel 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:

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<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.

**We do not anticipate that this system will lead to any form of prohibited conduct for the reasons detailed above and below. We do not anticipate that the implementation of the Committee Management System will have any negative impact on any equality groups per se. We will ensure all requests for reasonable adjustments are dealt with accordingly, using existing processes for requesting adjustments. This essentially would be to make such requests directly to Estates. If a disabled user is unable to use the IT system and we are unable to make it accessible, adjustments would be made e.g. assisting inputting data in the system. This could include another user downloading and producing information from the system in alternative formats but all reasonable adjustments will take account of the specific circumstances and be tailored to meet the individuals' unique situation.**

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>

**The Committee Management System will adhere as far as possible to recognised accessibility standards and guidelines and it is hoped this will promote good practice within the University. The Committee Management System is more accessible than current practice and will make it more accessible to all users especially as all files and documents will be available in one place as opposed to multiple systems.**

- If there is an opportunity in applying this policy/practice to foster good relations:

**We will continue to promote accessibility as part of our training and support for the system which we feel will continue to demonstrate the seriousness by which the University of Edinburgh takes the issues of Equality and Diversity and in this case in particular the needs of disabled users and the desire to make the systems as accessible as possible and to mainstream as many adjustments as possible.**

- If the policy/practice create any barriers for any other groups?

**It is not envisaged that any equality group will be excluded by implementation of the policy and the policy should create no barriers. The University provides free IT equipment to all staff who require to use the system so there should be no disadvantage to those on lower incomes who may not have their own devices.**

- How the communication of the policy/practice is made accessible to all groups, if relevant?

**We will publish appropriate information on EdWeb, which complies with the Web Content Accessibility Guidelines Version 2 AA standard. All communication about the policy will be available in alternative formats upon request as well as any materials that form part of the system. The University has a licence for SenusAccess which allows any staff or student member to upload non confidential or personal documents and have them returned in a more accessible format of their choice.**

**<https://www.ed.ac.uk/student-disability-service/staff/supporting-students/accessible-technology>**

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

**We will continue to involve the IS Disability Information Officer to ensure the system is accessible as possible for disabled users. We will monitor all feedback for any comments related to any of the 9 protected characteristics and act accordingly**

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

through proactive engagement activities within the Estates Department. If an issue arises where an impact has been identified which impacts upon a certain protected characteristics we will consult with relevant key appropriate individuals within the University and wider afield as appropriate.

- 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:

**Nothing other than that stated above**

#### 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

**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 for the reasons stated above.**

#### 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).

**Estates will monitor all feedback for all comments positive and negative related to the nine protected characteristics and act accordingly**

**Regularly consult with our colleagues who are experts in accessibility when changes are made to the system**

**Promote good practice (especially with regard to accessibility) when users are creating content through online guidance and workshops**

**Ensure staff are aware of the need to provide materials in alternative formats upon request and it is clearly stated on the system who to contact for alternative formats. .**

**Ensure staff are aware of the need to make reasonable adjustments where appropriate.**

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

**We will review the system and update the EqIA in July 2020 after full deployment of the new system or before if there are any changes to the system or we receive any positive or negative feedback related to any of the 9 protected characteristics.**

#### H. Publication of EqIA

Can this EqIA be published in full, now? **Yes**

If No – please specify when it may be published or indicate restrictions that apply:  
We will publish after initial deployment. When any positive or negative issues related to any of the nine characteristics are identified or when there is a significant change.

#### I. Sign-off

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

**Kyle Clark-Hay – Head of Estates Business Services**  
**Hannah King – Policy and Governance Manager**  
**Katie McBain – Estates Business Support Manager**  
**Shona Meyer-Gleaves – Business Manager and PA to the Director of Estate Development**

Accepted by (name): **Kyle Clark-Hay – Head of Estates Business Services**

Date: **15/09/19**

Retain a copy of this form for your own records and send a copy to  
[equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)