



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

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): Finance People Transition (Finance Operations and Procurement Services)

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

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

C. Person responsible for the policy area or practice:

Name: Rachael Robertson

Job title: Deputy Director of Finance / Programme Sponsor

School/service/unit: Finance Transformation

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).

The policy/practise is relevant to:

Service Providers

- Employees within University Finance Services
- Employees within College/Support Group devolved Finance
- Employees who undertake finance activity in schools and departments across the University who may move in the new Finance structure.

The above employees will have a change in line management and/or location subject to consultation outcomes.

The consultation process will follow the University's standard 3 phase people transition process which is managed in close consultation with senior HR colleagues.

Age

University Policy and SEP People Principles will be consistently applied to the management of any change to roles or job content, including any measures surrounding redundancy avoidance (e.g. redeployment or pay protection) regardless of age.

Disability

Individual needs will be identified through the people transition process and staff relocations will be managed with Estates to ensure any disability considerations are fully addressed. The Impact of COVID-19 will inevitably delay location decisions, however, consideration will be given to any changes to avoid negatively impacting any staff with a disability or with specific workstation adjustment needs. If during the consultation process we become aware of individual situations, appropriate reasonable adjustments will be made.

No immediate concerns were raised.

Race (including ethnicity and nationality)

No concerns raised

Religion or belief

No concerns raised

Sex

University Policy and SEP People Principles will be consistently applied to the management of any change to roles or job content, including any measures surrounding redundancy avoidance (e.g. redeployment or pay protection) to ensure these are applied fairly and equitably, and that they do not compromise the ability of employees to work to their optimal potential. Consideration will be paid to any personal circumstances (for example caring responsibilities), and opportunities for flexible working will be managed in line with existing University Policy and guidance.

Sexual orientation

No concerns raised.

Gender reassignment

No concerns raised.

Pregnancy and maternity

The management of change, specifically the management of any employees placed at risk of redundancy as a result of the proposed change, will ensure that employment legislation and University Policy is adhered to in relation to the treatment of employees on maternity leave, ensuring effective communication with employees on maternity leave throughout the change process.

Marriage or civil partnership¹

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.

No concerns raised

Any available information about the needs of relevant equality groups:

- A small number of staff will be put at risk as a result of changes to the organisational structure. The outcome for these individuals is derived from resourcing needs within the new structure and is not based on any protected characteristics of the people involved. All members of staff will be involved and consulted throughout the process. This should ensure that any concerns can be addressed and responded to as appropriate. Core working hours will remain the same and the option for requesting flexible working hours will remain so there should be no disadvantage e.g. disabled staff, those with caring/parental responsibilities, or those who wish to observe times of specific religion or belief.
- All of the University's Human Resources policies regarding e.g. Dignity and Respect, annual and family leave will continue under the new job description.
- Disabled members of staff with existing reasonable adjustments will be reviewed in their new roles. Consideration will also be given to any new disability related adjustments for all staff as required, including those who already have existing adjustments in place. Line managers will be asked to encourage staff to disclose any disability reasonable adjustments they might need. All communication about the changes will be made available in alternative formats upon request.

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 evidence 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 that application of this policy will lead to any form of prohibited conduct. Reasonable adjustments will be put in place as required i.e. flexible working hours, assistive hardware and software etc.

If the policy/practice contributes to advancing equality of opportunity²

- The new Finance structures will provide consistent leadership for all employees undertaking Finance activity, through alignment of accountability of all employees to the Director of Finance. This will allow consistent, fair and equitable treatment of employees, and provides scope for employees not currently part of the professional Finance Community the same access to opportunities for career and skills development as those currently in the University Finance Department.
- This change process as described above is the continuation of the same business practices currently being carried out by a number of teams under an overarching University project.

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

By demonstrating that Equality and Diversity issues have been considered as part of this change it is hoped this will raise the awareness and profile of such considerations and demonstrate the Universities commitment to Equality and Diversity.

² This question does not apply to the protected characteristic of marriage or civil partnership

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

We do not envisage that this practice will create any barriers for any other groups.

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

A communications plan has been developed as part of the FTP implementation plan. This includes communication around changes resulting from the implementation of the Finance Operations team and Procurement services, with details on where to access help. This will include transparent and clear guidance, available digitally and through managers (via SEP communication cascade tools) and in alternative/accessible formats where required.

Communication materials will be made accessible to all users. Communication of the new practice will be made by e-mail, through newsletters and through promotion at Service Excellence Programme presentations, and Information available in alternative formats for disabled users on request.

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

- 29 Impact Assessment meetings were held with DOPS/Senior managers and HR advisors discussing the needs and requirements for each member of staff who could be potentially impacted by a change in line management and or location. 160 Individual Impact Assessment forms were returned. None of the forms returned indicated any concerns about the specific needs of any of any of the equality groups.
- Stakeholders will continue to be consulted during the consultation phase and any equality or diversity issues raised will be addressed appropriately. The University has a commitment to working in partnership with the joint unions and they will be consulted throughout the consultation period.
- A variety of users and individuals whose daily tasks may change as a result of the new practice will be consulted during the development and review of the practice, and equality issues raised will be addressed through the appropriate channels.

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:

No impact expected from applying the new practice.

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 and review.

~~**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/or justified~~

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

G. Action and Monitoring

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).

- The EQIA will be presented following conclusion of the Individual Impact Assessment Phase to the project sponsor for quality assurance and approval. Once approved, the EQIA will be reviewed at each stage to ensure it remains current.
- The practice will be monitored and reviewed and equality groups consulted when any specific issues arise. A review of those staff with applied reasonable adjustments will be reviewed on an ongoing basis, including provision of documents in alternative formats upon request.

When will the policy/practice next be reviewed?

Reviews will be built into the consultation plan by way of stage reviews. The practice will next be reviewed if it changes again, or if any positive or negative issues related to the nine protected characteristics arise.

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)):

Accepted by (name): Rachael Robertson, Deputy Director of Finance and FTP Sponsor
[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date:17/08/2020

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