



THE UNIVERSITY *of* EDINBURGH

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.

<p>A. Policy or Practice (name or brief description):</p> <p>Introduction of Launchpad – a new application to streamline access to Finance applications which are already in use by bringing together access links in one place.</p>
<p>B. Reason for screening (delete as applicable):</p> <ul style="list-style-type: none">Proposed change to an existing policy/practice
<p>C. Person responsible for the policy area or practice:</p> <p>Name: Elizabeth Welch</p> <p>Job title: Deputy Director of Finance</p> <p>School/service/unit: Finance</p>
<p>D. Screening Analysis</p> <ol style="list-style-type: none">Does the policy or practice affect primary or high level functions of the University? YESIs 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)? NOIs the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA? YES <p>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.</p>
<p>E. Screening outcome</p> <p>Equality Impact Assessment required: Yes</p> <p>Record notes about the screening process or outcome here.</p> <ul style="list-style-type: none">If EqIA is required, note when/at what stage(s) and by whom EqIA will be carried out. <p>The EqIA will be carried out at the testing stage and updated as the project develops. It will be carried out by Morna Findlay</p> <p>Update 2015 – The EqIA was reviewed and updated by Douglas Stewart on 06th July 2015.</p>
<p>F. Sign-off</p> <p>Screening undertaken by (name(s) and job title(s)): Morna Findlay, Project Manager</p> <p>Accepted by (name): Elizabeth Welch, Deputy Director of Finance [This will normally be the person responsible for the policy/practice named in C above. If not, specify job-title/role.]</p>

Date: 16/6/14

Update 2015 – The EqIA was reviewed and updated by Douglas Stewart on 06th July 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 policy/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 policy/practice are particularly relevant (which should be the main focus for EqIA)? On what aspects of equality does the policy/practice particularly impact?

The existing Finance applications have been available to staff for a number of years. These applications are not changing and so are not covered in this form. The means of accessing these applications will change in that users will now access them via Launchpad and not via individual URLs as at present.

The main focus of the EqIA will be on the accessibility of the Launchpad application for disabled users as this is the protected characteristic most likely to be affected by

the change.

Update 2015 – Launchpad has now been up and operational for a year now and we have received no negative or positive feedback related to any of the 9 protected characteristics, in particular there has been no negative feedback about the accessibility of the system.

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 partnership¹

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 Finance applications are mainly in use by staff and by some students but are not generally available to all staff, students or members of the public. Launchpad is most likely to be or relevance to the protected characteristics of disability, in particular to some disabled users who may rely on assistive technology to access web sites. There is also a potential impact on race as the application is only in English but we do not envisage this to be an issue as this is the main teaching language of the university.

Update 2015 – Launchpad has now been up and operational for a year now and we have received no negative or positive feedback related to any of the 9 protected characteristics, in particular there has been no negative feedback about the accessibility of the system.

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,

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.

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.

The Information Services Disability Officer (IS DIO) will complete a detailed review of the accessibility of the Launchpad application. We have taken the view that because this is an upgrade to an existing service, and the IS DIO will carry out a comprehensive accessibility testing, it would not have been proportional to involve users from protected groups directly at this stage. However, we will monitor feedback from users and review this approach to evidence gathering

Update 2015 – again to note there has been no negative or positive feedback regarding the new system and relating 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, harassment or victimisation. We have extensively tested the application to ensure it is accessible to disabled users.

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

All communication regarding the upgrade will be available in alternative formats upon request. Any individual issues regarding accessibility that arise will be considered and we will attempt to resolve them or put in reasonable adjustments wherever appropriate.

Update 2015 – to date we have not had any requests for any specific reasonable adjustments.

6. Does the policy/practice contribute to advancing equality of opportunity²? 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?

Launchpad will draw together all Finance applications in one place which should improve the user experience for all users and may encourage participation from some disabled users as the method of accessing the applications will be more accessible.

7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not³? Will it help to tackle prejudice and/or promote understanding?

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

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

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

No

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 and that the application is as accessible as possible.

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 and to record any positive impacts.

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

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

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.

We believe the system will not have any negative impact on any of the 9 protected characteristics and should improve accessibility of the system for disabled users. Where necessary reasonable adjustments have been put in place to try and ensure no disadvantage will occur.

Update 2015 – Launchpad has now been up and operational for a year now and we have received no negative or positive feedback related to any of the 9 protected characteristics, in particular there has been no negative feedback about the accessibility of the system. There have been no significant changes to the system during this time.

I Action and Monitoring

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

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. Staff will be alerted to the need to monitor any feedback to ensure any potential impact (positive or negative) is noted and acted on as appropriate

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.

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

When the application is next upgraded or when any significant changes are made to it.

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

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

J. Sign-off

EqIA undertaken by (name(s) and job title(s)): Morna Findlay, Project Manager

Accepted by (name): Elizabeth Welch, Deputy Director of Finance

[This will normally be the person responsible for the policy/practice named in C above. If not, specify job-title/role.]

Date: 16/6/14 :Last Updated : 06.07.15 by Douglas Stewart

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