



THE UNIVERSITY *of* EDINBURGH

Equality Impact Assessment

This form is intended to help you carry out an Equality Impact Assessment (EIA). An EIA is a useful tool for reviewing policies and processes to identify how they impact on people. As such it is a valuable part of the process of policy development and process improvement.

EIA is required to help the University comply with our legal obligations under the Equality Act, including our ‘Public Sector Equality Duty’ to have due regard to the need to eliminate discrimination, harassment and victimisation; advance equality of opportunity and foster good relations between people who share a relevant protected characteristic and people who do not share it.

Throughout this form the word ‘Policy’ is used to cover written policies, procedures, guidance strategies, services, activities, practices, projects, processes, actions, functions, criteria or decision making.

The meaning of “impact” in this context is how the policy, process or proposed action may affect people from diverse backgrounds either adversely or beneficially. This includes both direct effects and any indirect consequence of the policy. This is to ensure that the policy or process is not discriminatory and is making a positive contribution to the University’s duty to eliminate discrimination and advance equality of opportunity.

All new Policies must be assessed as well as any existing polices and processes that are being changed or re-designed. EIAs will be published, or available for scrutiny, so it is important that you have a good record of your considerations.

It is recommended that you visit our online training on Impact Assessment before you undertake this exercise which can be found at:
<http://www.ed.ac.uk/schools-departments/equality-diversity/training-resources/e-diversity-training>

The EIA form is in three parts:

Part 1 is an overview of the Policy, who it affects and who is responsible.

Part 2 is an Initial Equality Impact Assessment. This should be carried out if you are unsure whether a Full EIA will be required, or if you think it is unlikely to be needed. It will enable you to assess the possible impact of the policy on those within the protected characteristic groups with a view to ascertaining whether a full assessment is required.

Part 3 is a “full” impact assessment, which should be carried out if you believe from the outset that there is a need for in-depth consideration of the Policy’s equality impact, e.g. where the policy has a significant impact on large numbers of people, or where a full EIA is indicated by the Initial Equality Impact Assessment in Part 2.

For assistance if required, including requesting this document in an alternative format, please contact Equality and Diversity at 650 6303 or e-mail equalitydiversity@ed.ac.uk

Part 1 - Policy Overview and Responsibilities

Please describe briefly the Policy being assessed: Hiring Agency Workers

Is this Policy : Existing: New: X Being updated or changed:

Please explain why the Policy is being introduced or changed or an action is being undertaken.

The Agency Workers Regulations 2010 came into force on the 1 October 2011. Their aim is to ensure the protection of temporary agency workers by applying the principle of equal treatment, although the new legal rights do not entitle agency workers to full equality and do not impose an employment status between agency workers and the hirer. In light of this a University policy, Hiring of Agency Workers, has been created which reflects the change in legislation and sets out the University's new process for hiring agency workers.

Outline the main stakeholder groups and their contribution to the Policy.

- Senior Management
- UHRS (Resourcing) and devolved HR teams
- Administration in schools and colleges (hiring managers)
- Procurement

Who will be affected by this Policy? (e.g. staff, students, only women, visitors, disabled people)

Agency Workers and Hiring Managers

Please explain any potential risks (of any kind) either from implementing or failing to implement the Policy

Failure to comply with the policy which reflects legislation could be:

- Equal treatment claims/grievances
- Financial Penalties for anti-avoidance measures
- Uncontrolled expenditure on Agency Workers and failure to utilise existing resources

Initial EIA undertaken by: Anna Edgar, Snr HR Partner - Resourcing	Date: 27 October 2011
Full EIA undertaken by: Not applicable	Date:
On behalf of: UHRS	
EIA signed off by Line Manager/Head of Department : Sheila Gupta, Director of Human Resources	Date: 28 October 2011

Can this EIA be published? **Yes:**

Part 2 - Initial Equality Impact Assessment

Using the table below, please consider the potential impact of the Policy on the following groups and provide an explanation. Please also consider whether you think the Policy could help the University meet its Public Sector Equality Duty.

Consider what information you will need to make an initial assessment of the potential impact e.g. feedback from stakeholders, relevant staff/students data; external evidence/benchmarking; expert advice. University wide staff and student data is available at: <http://www.ed.ac.uk/schools-departments/equality-diversity/monitoring-statistics/overview>

If you know at the outset that you want to carry out a full impact assessment, e.g. because the Policy has a significant impact on a large number of people, you may proceed directly to Part 3, without completing Part 2.

Protected Characteristic Groups	Is there likely to be a positive or negative impact on any of the groups. Is this likely to be significant or minor? Provide an explanation of this assessment	Is there an opportunity to reduce discrimination for any of the protected groups?	Is there an opportunity to advance equality of opportunity for any of the protected groups?	Is there an opportunity to foster good relations between people in a protected group and those who are not?
Race (including ethnic origin and nationality)	No	No	No	No
Sex	No	No	No	No
Disability	No	No	No	No
Sexual Orientation	No	No	No	No
Religion or belief	Yes	Yes	No	No
Age	No	No	No	No

Pregnancy/Maternity	Yes	Yes	No	No
Gender Reassignment	No	No	No	No
Marriage or Civil Partnership	No	No	No	No

<u>INITIAL EIA OUTCOME</u>	<u>Mark X below as appropriate</u>	What level of priority would you give this Policy and what other action will be taken?
No impact identified		(e.g. Low : No further EIA action required for 3 years)
Beneficial impact only identified	X	Agency Workers will be aware of equal access to Prayer Rooms and Pregnant Agency Workers will be made aware of rights such as to time off for antenatal appointments.
Minor negative impact		(e.g. Low or Medium, Full EIA required within 6 -12 months and/or other action)
Potential significant negative impact (take account of the impact itself; the scale of the policy; and the potential for reputational damage)		Full EIA required as soon as possible or before the Policy is approved. Proceed to Part 3 - Full Impact Assessment

If a Full Assessment is required:

Consider the timescale for conducting a Full Assessment, e.g. in relation to external factors such as Committee meetings or other deadlines?

Record the details of those carrying out the Full EIA in Part 1.

If no Full Assessment is required:

How will this Policy be monitored?	Ongoing by UHRS in line with any further legislation changes
When will the EIA be reviewed?	Date: December 2014 unless further legislation changes are incorporated.
If you do not require a full EIA and so have not used Part 3 of the form, you may delete Part 3. Once completed, send this EIA Form to equalitydiversity@ed.ac.uk	