



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: Total Reward Calculator – online tool which will enable University staff and potential employees to understand the total value of pay and benefits provided by the University.

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

- Proposed new policy/practice

C. Person responsible for the policy area or practice:

Name: Lucy Black

Job title: HR Partner – Reward

School/service/unit: University HR 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? NO
- 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
- Sexual Orientation
- Gender Reassignment
- Pregnancy and Maternity
- Marriage or Civil Partnership

The reward calculator is most likely to be of relevance to the protected characteristic of disability, who may require the site to be accessible in terms of current guidelines and in particular to some disabled users who may rely on assistive technology to access websites. 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 language of the University.

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups:
The tool will enable all existing staff and potential employees to understand their overall pay and benefits package. Regarding the protected characteristic of disability, all testing will be conducted using the Web Content Accessibility Guidelines version 2.0 accessibility to AA standard, and JAWS will be used when assessing screen reader support. Testing will also be conducted with Text Help Read and Write Gold, and Zoomtext.
- 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 but will continue to monitor feedback from users regarding any potential positive or negative impacts related to any of the 9 protected characteristics.
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
We do not believe that the application will lead to any form of prohibited conduct. If for any reason an individual was unable to use the system then reasonable adjustments would be put in place such as where possible making alterations to the system to improve the online accessibility or providing the information in an alternative format such as a paper copy upon request.
- If the policy/practice contributes to advancing equality of opportunity¹
The reward calculator will enable individuals to understand clearly the pay and benefits available across the range of University grades. The tool will create transparency for staff in understanding the benefits associated with each grade and spinal point, and provide links to further information if required.
- If there is an opportunity in applying this policy/practice to foster good relations:
By ensuring the system is designed to be as accessible as possible we hope to demonstrate the University's commitment to Equality and Diversity and particularly in this case disability, therefore strengthening the University's relations with disabled staff and perhaps playing a part in the recruitment of more disabled staff to the University as the University will be shown to be taking a proactive and effective approach to accessibility.
- If the policy/practice create any barriers for any other groups?
We do not believe that the policy will create any barriers. All staff have free 24 hour access to PC facilities.
- How the communication of the policy/practice is made accessible to all groups, if relevant?
Communication about the new tool will be made through a variety of mediums such as the internet and emails. All communication will be made available in alternative formats upon request.

¹ This question does not apply to the protected characteristic of marriage or civil partnership

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
All feedback will be monitored and acted upon to identify any positive or negative impact on any protected characteristics. The system will be fully accessibility tested by the Senior Analyst Developer, who is creating the tool.
- 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:
The Reward Calculator will create transparency of pay and benefits for all staff, enabling them to understand their pay and benefits entitlement by grade and spinal point. It will also include links to further information.

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.

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.

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).

Monitor feedback for any positive or negative impacts in any of the 9 protected characteristics and act accordingly. Ensure staff are aware of the need to make reasonable adjustments where appropriate and the need to provide information in alternative formats upon request.

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

The Reward Calculator will be reviewed when any changes are made to the application or when we receive any positive or negative feedback related to any 9 of the protected characteristics.

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Lucy Black, HR Partner – Reward

Accepted by (name): Martyn Peggie

Date: 12.08.15

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