



## 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): Procurement and installation of audio visual equipment for McEwan Hall (IS)**

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

- Proposed new policy/practice **Yes**

**Update May 2016 – update and review of existing EqIA**  
**Update January 2018 – update and review of existing EqIA**

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

Name: **John Power**

Job title: **Senior Project Manager**

School/service/unit: **Learning Spaces Technology**

**Update May 2016 – John Power, Project Manager, Learning Spaces Technology**  
**Update January 2018 – John Power, Senior Project Manager, Learning Spaces Technology**

**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? (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<sup>1</sup>

**This procurement will be particularly relevant to the protected characteristics of disability and also potential race**

**Update May 2016 – the EqlA remains partially pertinent to the protected characteristics of disability and race. The project has gone through the procurement process and an AV contractor has been appointed to supply and install the audio visual equipment which includes the installation of the induction loops. Initial consultations with Ampetronic provided loop layout and associated equipment guidance which we are following. The original audio consultations were provided by Sandy Brown Associates who modelled the hall in an attempt to improve the STI (Speech transmission Index) the findings of which suggested specific speaker systems and speaker locations which again we have followed. A report of the Ampetronic consultation and Audio consultation is available on request.**

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups: **Disabled users may require additional aids such as induction loop provision which will be built into the tender, the size and heights of the screens will also be evaluated to ensure they are accessible. We will ensure the equipment will be compatible with real time captioning. To gather information about the needs of disabled users we have consulted with the Information Services (IS) Disability Information Officer.**

**The information provided on the display screens will be in English as this is the main teaching language of the University but the equipment procured will allow for messages to appear in any language.**

**Update 2016. Project still under construction. No changes to the original design and no additional user needs have been identified.**

**Update 2018. Project completed. No changes to the original design and no additional user needs were identified.**

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **We feel we have sufficient information to proceed with the procurement and of course this document should be read in conjunction with the EqlA for the project as a whole.**

**Update 2016. Project still under construction. We feel we have sufficient Information to continue with the procurement as originally planned.**

**Update 2018. Project completed. We feel we had sufficient Information to continue with the installation as originally planned.**

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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.

- 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 this procurement will lead to any forms of prohibited conduct. Any reasonable adjustments required by individuals will be considered and acted on accordingly. All information regarding the procurement will be available in alternative formats upon request.**

**Update 2016. Project still under construction. No change, as above.**

**Update 2018. Project completed. As above. As fitted drawings will be available in alternative formats upon request.**

- If the policy/practice contributes to advancing equality of opportunity  
**We envisage the procurement will advance equality by improving the facilities for disabled users with hearing impairments by increasing the induction loop provision and audio quality.**

**Update 2016. Project still under construction. No change, as above.**

**Update 2018. Project completed. As above.**

- If there is an opportunity in applying this policy/practice to foster good relations: **Yes, by demonstrating the Universities commitment to accessibility and equality and diversity in general we hope to demonstrate to users the seriousness with which the University of Edinburgh takes this issue.**

**Update 2016. Project still under construction. No change, as above.**

**Update 2018. Project completed, As above.**

- If the policy/practice create any barriers for any other groups? **We do not envisage that this will create any barriers for any groups.**

**Update 2016. Project still under construction. No change, as above. We have received no information to suggest that this procurement will result in any barriers.**

**Update 2018. Project completed. As above.**

- How the communication of the policy/practice is made accessible to all groups, if relevant? **As previously mentioned all communication about the procurement will be available upon request in alternative formats. Appropriate signage will be displayed at all locations where loops are installed**

**Update 2016. Project still under construction. No change, as above.**

**Update 2018. Project completed. As above.**

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **We have consulted with the IS disability officer and will monitor and respond to any feedback forwarded to us related to any of the nine protected characteristics and act accordingly.**

**Update 2016. Project still under construction. No change, as above. So far there has been no feedback as the procurement is still to take place.**

**Update 2018. Project completed. As above. The building has been utilised on a number of occasions. So far there has been no feedback since the project was completed.**

- 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 installation of the equipment will take into consideration line of sight for standing and wheelchair users. The installation of the induction loop will ensure best quality of sound and maximum coverage.**

**Update 2016. Project still under construction. The design has not altered since the original EqIA was published. Consultations with the project design team confirms that the requested facilities can be accommodated fully.**

**Update 2018. Project completed. As above. The design did not alter during the installation period.**

#### **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. **For the reasons detailed above.**

**Update 2016. Project still under construction. No change, as above.**

**Update 2018. Project completed. As 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). **Update of the EqIA will continue as the procurement proceeds. We will monitor and respond to any positive or negative feedback forwarded to us relating to any of the nine protected characteristics and act accordingly. All information about the procurement will be available in alternative formats upon request.**

**Update 2016. Project still under construction. No feedback available at this time. There has been no request for information in alternative formats to date and we will continue to offer this.**

**Update 2018. Project completed. As above.**

2. When will the policy/practice next be reviewed? **When any significant changes are made to the audio visual provision within McEwan Hall or of any negative/positive feedback is received related to the nine protected characteristics.**

**Update 2016. Project still under construction. No changes to original design. When the installation commences in 2017.**

**Update 2018. Project completed. No feedback has been received regarding the nine protected characteristics. This project is now closed. Any feedback received going forward should be passed onto to appropriate section. The EqIA will be updated if there is any significant change to the installation or if 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:

**I. Sign-off**

EqIA undertaken by **John Power, Learning Spaces Technology**

Accepted by **John Power. Senior Project Manager. Learning Spaces Technology.**

Date:**22/04/15 Reviewed 02/05/16 Reviewed 15/01/18**

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