



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):

Creation and Implementation of Information Services Group (ISG) Business Admin Team – creation of a single administrative team to serve the IS Group.

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
- Other (please state):

Update 2019 – Review of existing policy and updating of EqIA

C. Person responsible for the policy area or practice:

Name: Jo Craiglee

Job title: Head of Knowledge Management and IS Planning

School/service/unit: Information Services, Corporate

Update 2019 – as above

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**

Update 2019 – as above

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief

- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

Taking existing staff and forming a single team to provide the administrative service for ISG for example; diary management, executive support, committee support and transactional processing, finance, procurement, Human Resources. These staff were already in administrative roles. This will not result in any job losses or changes in salary or grading. This change will also include the introduction of a call management system which already exists elsewhere in the University. The aim is not make the service flexible and responsive and this may include additional changes such as making the job least location dependent e.g. offering staff the option to choose laptops over static desktop machines. This new process will also include development opportunities for staff such as digital skills and the ability to acquire skills across all of the administrative functions which was not available to staff before.

As the change affects all admin staff it has the potential to impact across all protected characteristics but we feel the protected characteristics most likely to be affected are disability, race, religion or belief, sex and pregnancy and maternity.

Disability – this change involves staff using a new IT system. This IT system has been checked by the Information Services Disability Information Officer for its compatibility with the latest version of the Web Content Accessibility Guidelines AA standard. If any member of staff was unable to use the system and we were unable to rectify the issue, reasonable adjustments would be put in place such as the provision of assistive software or hardware and/or the provision of one to one support. The potential for greater flexible working may have a positive impact in that staff will not be so fixed to one location allowing greater options on location and hours of work. Where changes include the options to choose equipment such as laptops over static machines this will not be compulsory (in case for example a member of staff was unable to carry a laptop) and full account of all adjustments will be undertaken. All staff moving to this new team will continue with their existing reasonable adjustments and managers will liaise with staff to ensure any additional reasonable adjustments required are considered.

Race- the call management system is only available in English but as English is the main teaching language of the University and this system is only accessible to staff we do not envisage this should create any disadvantage.

Religion/Belief, Sex, Pregnancy and Maternity – This change will result in greater flexibility of working patterns which may have a positive effect on those who undertake specific patterns of religious observance as it has the potential to offer greater flexibility on working location and hours. There may also be a positive effect on sex and pregnancy and maternity as this greater flexibility may benefit those with caring responsibilities who are more likely statistically to be female and those with parental responsibilities.

Training opportunities will be provided in a variety of locations and at times to ensure no disadvantage to disabled members of staff, staff with parental/caring responsibilities or staff who practice times of religious observance. This training will also be available online in some cases. This online training has been tested by the Disability Information Officer for compatibility with the latest version of the Web Content Accessibility Guidelines AA standards.

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.

Update 2019 – The new system has now been operational for 11 months. During this time there has been no feedback (positive or negative) or complaints related to any nine of the protected characteristics (other than to comment on the benefits of home working). There has been no requests for alternative formats or any reasonable adjustments other than the provision of footrests.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
We consulted with the IS Disability Information Officer, the staff themselves and the trade unions. This change will result in no job losses or reductions in salaries.

Update 2019 – The IS Disability Officer has reviewed the update to the EqIA.

- 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 and evidence to proceed.

Update 2019 – as above

- 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 this change will result in any form of prohibited conduct for the reasons stated above. We believe this change will potentially have a positive effect by allowing greater flexibility in working practices. Reasonable adjustments will be put in place as required.

Update 2019 – we do not believe that this change has resulted in any form of prohibited conduct.

- If the policy/practice contributes to advancing equality of opportunity²
This change will potentially advance equality of opportunity by offering greater flexibility in working practices including greater options in working locations and hours which we believe may have a positive effect as outlined above.

Update 2019 – this change in practice has allowed staff to work from home where this did not occur before therefore potentially having a positive impact on the protected characteristics of disability, race, sex, pregnancy and maternity and those with caring responsibilities. There has been positive feedback about this increased flexibility.

- If there is an opportunity in applying this policy/practice to foster good relations:
By consulting with staff, ensuring the transition of reasonable adjustments and consideration of the potential need for new adjustments and by considering any potential equality and diversity impacts in this EqIA including positive impacts we hope to demonstrate the commitment IS and the University has to Equality and Diversity.

Update 2019 – nothing other than that stated above

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 change should result in any barriers for any other groups. All staff have free 24 hour access to IT facilities and the optional change to laptops would be funded by IS and not the individual staff members so there should be no disadvantage to those on lower incomes.

Update 2019 – All equipment has been provided free of charge to staff and we do not believe there has been any negative impact on those on lower incomes.

- How the communication of the policy/practice is made accessible to all groups, if relevant?
Communication about this change was made through one to one conversations, presentations (in different locations and at different times), and by email. Communication was also made via SharePoint which has been tested for accessibility in line with the latest version of the Web Content Accessibility Guidelines AA standards. Communication about the change will be made available in alternative formats upon request and free of charge.

Update 2019 – we have had no request for any material in alternative formats.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
All feedback will be monitored for any positive or negative comments related to any of the nine protected characteristics. A review will be undertaken in late 2018. Staff are encouraged to raise any issues with their line managers or with the Head of Knowledge Management and IS Planning.

Update 2019 – other than positive feedback about home working we have received no negative or positive feedback. We will of course continue to monitor all feedback for any issues positive or negative related to any of the 9 protected characteristics.

- 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:
Nothing other than that which is stated above.

Update 2019 – nothing other than that stated above,

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. For the reasons stated above.

Update 2019 – 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).

- Line Managers will be made aware of the new to review existing reasonable adjustments and consider potential new adjustments and the need to provide documentation in alternative formats free of charge on request.
- We will review all feedback for any positive or negative comments related to any of the nine protected characteristics.

Update 2019 – as above

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

Late 2018 or sooner if we receive any positive or negative feedback related to any of the nine protected characteristics.

Update 2019 – when there is any change to the process or when 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:

Update 2019 – as above, this can be published now.

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Jo Craiglee, Head of Knowledge Management and IS Planning

Accepted by (name): Gavin Mclachlan, Chief Information Officer and Librarian to the University

Date: 16th August 2018

Update 2019 – as above – 20th March 2019

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