



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 EqlA of the policy or practice. All full EqlAs are published.

<p>A. Policy or Practice (name or brief description): Moving the Special Collections publication date to pre-1900 from pre-1850</p>
<p>B. Reason for screening (delete as applicable):</p> <ul style="list-style-type: none">Proposed change to an existing policy <p>Update 2015: This update is a review of the existing EqlA version published in 2014.</p>
<p>C. Person responsible for the policy area or practice:</p> <p>Name: John Scally 2015 update: Responsibility lies with Jeremy Upton, Director from 13 April 2015.</p> <p>Job title: Director of Library and University Collections</p> <p>School/service/unit: Library and University Collections Division, Information Services</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? NoIs 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)? No. It is a move of material to closed access, with supporting services, which is existing practice for other material published prior to, or in the same date range, as the category proposed.Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqlA? No. <p>2015 update: This policy links to the University Library Collections Policy, under which a full EqlA has been undertaken (last updated 05.02.15).</p> <p>If the answer to any of these questions is 'Yes', an EqlA 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: No</p> <p>Record notes about the screening process or outcome here.</p> <ul style="list-style-type: none">If EqlA is required, note when/at what stage(s) and by whom EqlA will be carried out.If EqlA is not required, note plans for review, monitoring or other action (including the communication of any favourable equality impact). <p>The change to the policy will be monitored by the Policy owner and staff in Special Collections and Collections Management throughout the phased process of change. An active community of users are expected to be forthcoming in raising any concerns, though it is deemed unlikely that any concerns will relate to any of the protected characteristics or three equality duties.</p>
<p>F. Sign-off</p>

Screening undertaken by (name(s) and job title(s)): Laura Macpherson, Acting Head of Collections Development and Management

Accepted by (name): John Scally, Director of Library and University Collections

Date: 25.09.13

2015 update: Screening update completed and accepted by Laura M. Shanahan, Head of Collections Development and Access. 02.04.15