



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):

Sustainable IT: Personal Computing Device Policy

B. Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice **YES**
- Proposed change to an existing policy/practice
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: **Gavin McLachlan**

Job title: **Vice Principal, Chief Information Officer and Librarian to the University**

School/service/unit: **Information Services Group**

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? (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

This policy was created to achieve several aims:

- to increase the uptake of approved devices that meet the University's sustainability, operational and legal requirements (e.g. IT security)
- to eliminate unnecessary purchases
- improve resource efficiency
- reduce waste

and comprises 4 elements

1. Reduction of devices (excluding smart phones – e.g. a member of staff who requires a computing device will normally have a laptop or a desktop PC)
2. There will be a replacement cycle of 4 years for laptops, 5 years for desktops and Apple laptops and 6 years for Apple desktops
3. There will be a standardised list of computing devices that staff can choose from
4. All computing devices will be purchased through a University procurement hub

As this policy will impact on every member of staff in the University it has the potential to impact on all nine protected characteristics. However, we feel the characteristics most likely to be impacted are disability and pregnancy and maternity.

In relation to disability there may be staff who are unable to carry a laptop and require a lighter smaller portable device, or who may require a higher specification laptop than the normal in order to run assistive software. The standard laptop (2019) has the capacity to run the major assistive software packages and it is not anticipated that this would change. Reasonable adjustments for disabled staff, that would result in an additional device or a higher specification, are exempt from the policy. This policy makes no changes to the access for disabled staff to assistive hardware and software which will continue to be made as reasonable adjustments as applicable. Managers will be reminded of the need to consider the disabled member of staff as an individual and to consider their specific circumstances and needs, to ensure no disabled staff member is placed at a disadvantage.

There may also be staff who experience temporary injuries that require them to work from home, if this individual only had a desktop then a loan laptop could be provided for the duration of this time. Likewise this would apply to those with other reasons for suddenly working at home such as sudden caring responsibilities.

With regards to pregnancy and maternity there may be pregnant members of staff who are for short periods of time unable to carry a laptop and require a lighter device, again they could be provided with such a device on a loan basis.

There is also the possibility of a positive effect on all protected characteristics as this policy should make staff IT devices more secure, based on the planned replacement cycles and more limited choice of models with a standardised more secure set up. This should ensure greater protection of sensitive information related to any protected characteristics that are stored in accordance with data protection regulations by the University. This does not preclude the requirement for staff to have specialist software on their device, for example research specific software, assistive software etc. This change may also make it easier for some staff to work from home as they can choose a portable device which may have a positive benefit on those with caring, parental responsibilities, some disabled users and those who follow specific times of religious observance.

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.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

All University staff have been given the opportunity to contribute to a consultation exercise as part of the policy development. All feedback was reviewed for any potential positive or negative impacts related to any of the nine protected characteristics. This highlighted concerns amongst disabled staff about the potential effects of the policy. The consultation period was extended to enable further in-depth consideration of the points raised. This period included meetings with focus group and consultation with the Staff Disability Network by email and in person to ensure the policy and its implementation led to no disadvantage. We also received feedback from those with childcare and caring responsibilities. These concerns focused around anxieties that laptops might be less powerful or prevent working from home or whilst travelling. Flexible working arrangements will not in any way be impacted upon and reassurance was provided that laptops are as powerful as desktops and sometimes more so. It should be noted that research work stations are exempt from this policy. In addition, the Information Services Disability Information Officer was consulted as well as the Staff Disability Network. We will continue to monitor all feedback for any positive or negative comments related to any of the 9 protected characteristics and act accordingly.

- 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 evidence to proceed.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

For the reasons stated above and below we do not believe this change will result in any form of prohibited conduct. Reasonable adjustments will continue as at present for all disabled staff as appropriate and we will ensure no disabled staff member is placed at any disadvantage. For pregnant users appropriate arrangements will be made to ensure no disadvantage.

- If the policy/practice contributes to advancing equality of opportunity²

This policy should ensure that all staff have the IT facilities that they need and are suitable for them including any specialist requirements disabled or pregnant staff may have. Having a firm and tight schedule for replacing the machines (6 years for Apple desktops, 5 years for PC desktops/Apple laptops and 4 years for laptops) not only ensures greater data information security protection but may enhance equality of opportunity by ensuring operating systems and machines are up to date and therefore most compatible with the latest assistive software.

- If there is an opportunity in applying this policy/practice to foster good relations:

It is hoped that by showing we have considered the potential equality and diversity impacts, both positive and negative of this policy on all 9 protected characteristics we have demonstrated the commitment the University as a whole places on these issues.

- If the policy/practice create any barriers for any other groups?

All staff will still have access to the IT equipment free of charge which they require for their work duties and so there should be no detriment to those on lower incomes.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

² This question does not apply to the protected characteristic of marriage or civil partnership

Information about the policy will be communicated in a variety of formats by email, meetings, and on the website. The Universities' website is governed by the Universities' Web Accessibility Policy which is based on the Web Content Accessibility Guidelines 2.1 AA standard and has an accessibility statement which is updated every 6 months in line with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 . All communications about the policy will be advertised and made available in alternative formats on request free of charge for disabled users.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

All staff have been able to comment on the development of the policy. Review of the policy will take place at 6 months and one year following implementation and again all staff will invited to feedback any comments. Thereafter there will be an annual review to ensure adherence to the policy and a three year review on wording etc. At all stages staff will be able to comment on the policy. These comments will be monitored for any comments positive or negative related to any of the 9 protected characteristics and acted on accordingly.

- 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 mentioned 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 and below.

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).
 - **We will continue to monitor all feedback for any comments positive or negative related to any of the 9 protected characteristics**
 - **We will remind staff of the need to make reasonable adjustments and to provide documents in alternative formats upon request.**
 - **We will review the policy at six months and a year after implementation. There after there will be an annual review on adherence to the policy and a three year review on the wording etc.**
2. When will the policy/practice next be reviewed?

The EqIA and policy have been developed alongside each other and this has resulted in an iterative process informing both the EqIA and the policy. We will review the EqIA at the six month point (August 2020) and annually (March) thereafter, 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:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Jo Craiglee, Head of Knowledge Management and Planning, Information Services Corporate**

Accepted by (name): **Gavin McLachlan , Vice-Principal and Chief Information Officer, and Librarian to the University, Information Services**

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date: **16th July 2019, last updated 21st October 2019**

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