



## 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.

<b>A. Policy/Practice (name or brief description): <b>Guidance on the Use of Contractors</b></b>
<b>B. Reason for Equality Impact Assessment (delete as applicable):</b> <ul style="list-style-type: none"><li>• <b>Proposed new policy/practice</b></li><li>• <a href="#">Update July 2019 – update to existing EqIA</a></li></ul>
<b>C. Person responsible for the policy area or practice:</b>  Name: <b>David J Anderson</b>  Job title: <b>Head of Human Resources</b>  School/service/unit: <b>Information Services</b>  <a href="#">Update July 2019</a>  Name: <a href="#">Jeanette King</a>  Job title: <a href="#">HR Business Partner</a>  School/service/unit: <a href="#">Information Services</a>
<b>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</b> <ul style="list-style-type: none"><li>• affects primary or high level functions of the University <b>YES</b></li><li>• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? <b>YES</b></li><li>• It is one which interested parties could reasonably expect the University to have carried out an EqIA? <b>YES</b></li></ul>
<b>E. Equality Groups</b>  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 policy has the potential to effect all staff and therefore all protected characteristics, however, we expect little to no effect on any Equality and Diversity Issues. This policy is being introduced (or expanded) to allow more flexibility in the management of staff numbers. It gives flexibility when wanting to upsize or downsize in a short space of time. It gives added protection against job losses for staff employed on open ended or fixed term contracts by ensuring that Information Services can deal with fluctuations in demand. No permanent members of current staff will have their jobs replaced with contractors. Contracted staff will be obliged to adhere to the University's policies on Equality and Diversity and Dignity and Respect and no discriminatory behaviour will be tolerated. Contracted staff are deemed as acting in the same way as self-employed staff and therefore deal with their own sick leave, pregnancy and maternity leave etc, however, all staff employed on a contract basis will have the same access to the support of permanent staff in terms of provision of reasonable adjustments for disabled staff.**

#### **Update July 2019**

**There have been no changes to the policy, however due to changes within the APUC (Advanced Procurement for Universities and Colleges) Framework, there are now new suppliers and they have been made aware of the University's Equality and Diversity policies. We have received no negative or positive feedback on this policy related to any of the nine protected characteristics.**

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups: **We have consulted with the Information Services Disability Officer and discussed the plan with Union representatives and made all-staff announcements.**  
**Update July 2019 – we have discussed this update with the Information Services Disability Officer and due to the lack of feedback on this policy we have not felt the need to consult more widely.**
- Any gaps in evidence/insufficient information to properly assess the policy, and how this will be addressed: **We feel we have sufficient evidence at the moment to proceed.**
- 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 introduction of this policy will lead to any form of prohibited conduct. We require the recruitment agencies putting forward candidates not to breach the Equality Act or discriminate in any manner. No staff currently working for the University will be made redundant or have their posts replaced by contractors so they should experience no disadvantage. We will continue to monitor the recorded protected characteristics of applicants**

<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.

interviewed and appointed so as to check for any possible bias and adjust our policies accordingly. Reasonable adjustments for disabled contracted staff will be made in exactly the same manner and to the same extent as for permanent/temporary staff University Staff. Contracted staff will be obliged to adhere to the University's policies on Equality and Diversity and Dignity and Respect and no discriminatory behaviour will be tolerated.

Update July 2019 – We do not believe that this policy has led to any form of prohibited conduct. We have had no request for reasonable adjustments around the policy, but disabled contractor staff have of course received reasonable adjustments in the workplace as applicable. We now have a University Staff Disability Officer and contractor staff will have access to this service in the same way. We will be promoting this service directly to contracted staff.

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup> **By monitoring the protected characteristics of staff appointed in this way, we will be able to notice any bias or potential areas of under-represented staff interviewed and appointed. This will enable us to make any necessary changes to the recruitment of contractors to ensure we have the most diverse workforce as possible and ensure there is no disadvantage against any of the 9 protected characteristics.**
- If there is an opportunity in applying this policy/practice to foster good relations: **By showing that we have considered any potential impacts on Equality & Diversity as part of this policy introduction and by monitoring the protected characteristics of staff appointed by this method we would hope to demonstrate the commitment the University has to Equality & Diversity.**
- If the policy/practice create any barriers for any other groups? **We do not believe this policy creates any barriers for any other group or groups. All applicants will be able to apply for the contractor positions via the Recruitment Agency, which the University has ensured adheres to its legal responsibilities regarding avoiding discrimination and Equality & Diversity in general. We will expect the recruiting agency to take the various steps necessary to ensure no applicants are disadvantaged in any way.**

Update July 2019 – We have no evidence to suggest that this policy has created barriers for any protected characteristics. We will of course continue to monitor feedback for any positive or negative comments related to any of the nine protected characteristics.

- How the communication of the policy/practice is made accessible to all groups, if relevant? **Information will be made available in different formats such as the WIKI and verbal presentations. Information will be available in alternative formats upon request.**  
Update July 2019 – we have received no requests for information in any alternative formats.
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **We will monitor all feedback from contractors and recruitment agencies (and existing staff) with regard to any positive or negative effect on any of the 9 protected characteristics and act accordingly.**

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<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

**Update July 2019 – we continue to monitor all feedback for any positive or negative impacts on any of the nine protected characteristics and will act 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: **There should be no potential or actual impact.**

#### 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 stated above.**

**Update July 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). **The profile of all contractors will be monitored with an overall review taking place annually.**

**Update July 2019 – we will remind staff of the need to make reasonable adjustments and provide materials in alternative formats for contractors as required. We continue to monitor all feedback for any positive or negative impacts on any of the nine protected characteristics and will act accordingly.**

2. When will the policy/practice next be reviewed? **1<sup>st</sup> November 2017**

**Update July 2019 – We will next update this EqIA when there are any significant changes to the policy or if we receive any positive or negative feedback on impacts on any of the nine 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)): **David Anderson, Head of Human Resources for Information Services Group**

**Update July 2019 Undertaken by Jeanette King, HR Business Partner**

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

**Update July 2019 Accepted by Gavin Maclachlan, Vice-Principal and Chief Information Officer, and Librarian to the University**

**Update July 2019 Date: 12th July 2019**

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