



## 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): Change to Disability Advisor availability over lunchtime.

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

- **Proposed change to an existing policy/practice**

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

Name: **Sheila Williams**

Job title: **Director**

School/service/unit: **Student Disability Service (SDS)**

**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
- **is relevant to the promotion of equality** (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?
- It is one which interested parties could reasonably expect the University to have carried out an EqIA?

**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>

Although the policy change will potentially impact on all students as well as on SDS staff, it is most relevant to disabled students who will be accessing the Student Disability Service.

The policy change will ensure that, barring unforeseen absences, there will always be a minimum of 50% of the Advisory Team available to see students/take calls between the hours of 12noon and 2p.m. Monday to Friday during the academic year. This addresses the current situation where the majority of Advisory staff take their lunch hour between 1 and 2p.m. which is the time when 70% of the student population are not in classes and therefore could be seeking to access SDS. It should therefore ensure that there is an increase in the opportunity for students to access the Student Disability Service and consequently, have a positive, though not necessarily visible impact on the student population. There is the possibility of some SDS staff being impacted by this change as they may have disabilities/health conditions which affect when they take their lunch hour. However, should this situation arise, cases will be considered individually and, where appropriate, reasonable adjustments will be made.

The above change will only be applied during the academic year. Over the vacation periods the Service will continue to close between 1 and 2p.m.

Add notes against the following statements where applicable/relevant:

- On any available information about the needs of relevant equality groups: **Not applicable.**
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: None.
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: **Potential for SDS staff who have disabilities or health conditions to be affected under certain circumstances, but should such situations arise, reasonable adjustments will be implemented.**
- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>: See above.
- If there is an opportunity in applying this policy/practice to foster good relations: See above.
- If the policy/practice create any barriers for any other groups? **No.**
- How the communication of the policy/practice is made accessible to all groups, if relevant? **As the changes being made affect the back office functioning of the Service, there are no changes to be communicated outwith the SDS staff group, who have already been notified of the amendment.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **Not applicable.**
- Any potential or actual impact of applying the policy or practice, with regard to the

<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.

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

need to eliminate discrimination, advance equality and promote good relations: See above in relation to potential impact on disabled staff.

#### 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.

#### 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 SDS will monitor and review the implementation of the revised policy at regular staff and team meetings, as well as seeking student feedback as part of the annual evaluation of the service.**

2. When will the policy/practice next be reviewed? **July 2016**

#### 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)): **Jan Gardiner (Assistant Director – Development)**

Accepted by (name):  
**Sheila Williams, Director, Student Disability Service**

Date: **3/07/15**

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