



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.

<p>A. Policy/Practice (name or brief description):</p> <p>Reformatting HR A- Z forms and removing the need for wet signatures on HR documents.</p>
<p>B. Reason for Equality Impact Assessment (Mark yes against the applicable reason):</p> <ul style="list-style-type: none">• Proposed new policy/practice• Proposed change to an existing policy/practice YES• Undertaking a review of an existing policy/practice• Other (please state):
<p>C. Person responsible for the policy area or practice:</p> <p>Name: Phil Spencer</p> <p>Job title: Head of HR Operations</p> <p>School/service/unit: HR Director's Office, University Secretary Group</p>
<p>D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:</p> <ul style="list-style-type: none">• 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
<p>E. Equality Groups</p> <p>To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)</p> <p>Relevant to all University of Edinburgh employees, including existing and prospective employees, their line managers, senior managers who may use the HR A-Z forms on the University website as requestor or an authorisor. Forms cover topics such as Leave, Recruitment, Reward, Learning and Development, Immigration and Disability service.</p>

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity²
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
- 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:

This change incorporates re-formatted HR A-Z forms and the removal of the need to use “wet signatures” for most HR documentation when it is sent electronically. The forms now have the same look and feel, are easy to fill in and can be completed online and emailed to the appropriate recipient. Like the existing HR A-Z forms the reformatted forms will be accessible from the University’s HR forms website page. Users who don’t have access to the website, can fill in the forms manually and pass onto their Admin teams for processing. In these cases forms will need to be signed. Forms have been accessibility tested by the Disability Information Officer for Information Services. Changes were made as a result of their feedback.

Form owners were engaged throughout the process and approved the reformatted forms. HR Operations colleagues have been consulted and have provided feedback on forms. University staff involved in processing HR forms have been identified and briefed about the changes in a number of sessions. Individuals have received an information

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.

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

pack that includes a process map and FAQs. They have also had the opportunity to ask questions. Communications for all staff and line managers have been prepared for the 26 February launch and this also includes FAQs. In terms of impact on the equality groups, this is positive. Forms are easy to read, easy to complete, have been accessibility tested and now include information about availability in alternative formats. Forms can be sent manually or completed online and sent by email.

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.~~

Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. The practice has been adjusted. Form design, layout and contrast have been improved to make the forms easier to read and complete. All forms now include option for alternative format. They can be sent by email and they can also be completed manually.

~~**Option 3:** Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified~~

~~**Option 4:** Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.~~

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).

Feedback will be sought from end users and those who process the forms as to usability.

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

Practice will be reviewed one month after release and again 3 months after release of the digital ways of working.

H. Publication of EqIA

Can this EqIA be published in full, now? Yes/No

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)): Sheona Chalmers, Project Manager, Process Standardisation Project, HR Transformation Programme.

Accepted by (name): Phil Spencer, Head of HR Operations

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

Date:20/02/19

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