Equality Impact Assessment

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):

- Standardised New Starts information and Induction materials
- Standardised Resignation process, exit survey and interview
- Standardised process and supporting documentation for handling Death in Service
- Annual and Maternity Leave calculators to work out entitlement

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

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

C. Person responsible for the policy area or practice:

Name: Phil Spencer

Job title: Head of HR Operations

School/service/unit: HR Director's Office, University Secretary Group

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D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:

- 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**

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

Relevant to all University of Edinburgh employees, including existing and prospective employees, their line managers and senior managers who may use the annual leave and

maternity leave calculators or are involved in the recruitment process where employment contracts are issued, returned and processed or involved in the resignation process. In addition a structured and standardised approach has been developed to manage death in service.

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership[1]

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 opportunity[2]

- 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:

The change incorporates:

- easy to use calculators for working out annual leave and maternity leave entitlement
- refreshed, easy to follow guidance for joiners for the return of new starts information
- a welcome email for new hires advising them that their contract pack has been issued and providing links to a new University Induction page which contains useful new starts information
- a refreshed University web page for new starts
- a new easily accessible University "leavers" website where simple, easy to follow employee and manager guidance for staff resigning from the organisation and a link to a standardised online survey are located

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[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

- manager guidance and correspondence and a standardised process for handling the sensitive issue of death in service located on the University policy page with restricted access to line managers

All documents, calculators and the web pages have been accessibility tested by the Disability Information Officer for Information Services. Improvements have been made as a result of feedback received.

Process owners and users were engaged in the development of the documents and templates and approved their usability. A communication and engagement plan was created and tailored communication for the stakeholder groups developed. Key stakeholders have been briefed about the changes in a series of face to face sessions and have had the opportunity to ask questions. Support material for processors and an all staff communication in preparation for 3 June 2019 launch.

In terms of impact on the equality groups, this is positive. Documents are easy to read, easy to complete, have been accessibility tested and now include information about availability in alternative formats.

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 will be robust. Guidance and correspondence design, layout and contrast and language has been improved to make them easier to read with an option for alternative format, included.

~~**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.~~

~~**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 as to usability will be sought from end users and via Change Implementation Managers from those who process the documents.

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

Practice will be reviewed six weeks after release and 3 months after release.

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)): Sheona Chalmers, Project Manager, Process Standardisation Project, HR Transformation Programme. Accepted by (name): Phil Spencer, Head of HR Operations Date:28/05/19

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