



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): **Partial reopening of the Counselling centre at Moray House Lodge for the Delivery of the Staff Counselling Services at Moray House Lodge, as part of planned reopening of buildings. Access to the reception, waiting area, accessible toilet and two large counselling rooms will be available to staff and service users. The Staff Counselling Service operates Tuesdays, Thursdays and Fridays.**

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

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

C. Person responsible for the policy area or practice:

Name: **Ronnie Millar**

Job title: **Director of Counselling Services**

School/service/unit: **Student Experience Services, USG**

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 – **The building is not being reopened for the Student Counselling Service. Students are eligible to access counselling services remotely and on central**

campus at the Health and Wellbeing Centre, Bristo Square, so changes in provision are not anticipated to have an impact on this characteristic.

- Disability –The premises incorporates an accessible, gender neutral toilet; Induction loops are installed in the reception; designated disabled parking is available nearby; there is ramp access to the building.
Covid19 changes: Staff Counselling will be able to offer face to face counselling; appointments at MHL will operate on an appointment only basis, limiting the number of staff in the building. Staff will still be able to access services by telephone, by email and through Microsoft Teams.
- Religion – The limited use of premises is not anticipated to have an impact on this characteristic.
- Race (including ethnicity and nationality) – Staff are eligible to access the building and services regardless of their race, and so the limited use of premises is not anticipated to have an impact on this characteristic.
- Sex - Staff are eligible to access the building and services regardless of their sex, and so the move to different premises is not anticipated to have an impact on this characteristic.
- Gender reassignment - Staff are eligible to access the building and services regardless of their gender, and so the limited use of premises is not anticipated to have an impact on this characteristic. The toilet in the building is accessible and gender neutral
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- Pregnancy and maternity – The limited use of premises is not anticipated to have an impact on this characteristic.
- Marriage or civil partnership¹ - The limited use of -premises is not anticipated to have an impact on this characteristic.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
n/a
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
n/a
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
It is not envisaged that the proposed change should result in any form of prohibited conduct for the reasons stated within this document. Service management have made every effort to ensure that the premises will be as accessible as possible and to ensure that discrimination does not occur. In addition, further reasonable adjustments will be considered for those Service users who require them.

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.

- If the policy/practice contributes to advancing equality of opportunity²
Partial reopening of Moray House Lodge will offer Staff an accessible, welcoming and comfortable venue in which they will be able to access face to face counselling sessions. The Service at Moray House Lodge will operate on an appointment only basis, limiting the number of staff in the building. Staff will still be able to access services by telephone, by email and through Microsoft Teams.
- If there is an opportunity in applying this policy/practice to foster good relations:
n/a
- If the policy/practice create any barriers for any other groups?
No barriers for any other groups are created as a result of the change.
- How the communication of the policy/practice is made accessible to all groups, if relevant? **Where staff self-referring to the service can benefit from face to face sessions, and cannot easily access remote counselling, they will be made aware of the building being open for counselling. Appointments will be limited in the light of health and safety guidance. Changes will be notified on the Staff Counselling Service website <https://www.ed.ac.uk/counselling-services/staff>**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
Staff users are regularly invited to provide feedback on all aspects of the Service, including the premises in which we operate. This can be done via 1:1 contact by phone, email or face-to-face meeting.
- 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:
It is not envisaged that this change should result in any form of prohibited conduct for the reasons stated within this document.

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. **There is no evidence of discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review, as detailed in above.**

~~**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

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

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 partial reopening of Moray House Lodge will be in place during the Phase 3 period of the Scottish Government's Covid-19 Route map. When Phase 4 is implemented the use of the building will be reviewed with a view to returning to full reopening.

2. When will the policy/practice next be reviewed? **Phase 4 as above or when any comments or feedback related to any of the nine protected characteristics are received.**

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)): **Ronnie Millar, Director of Counselling Services**

Accepted by (name): **Andy Shanks (Director of Student Wellbeing)**

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

Date: 19 October 2020

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