

Appendix 1 - Equality Impact Assessment

EqlA 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): Implementation of PDQ card payment machines within the Community Support Team (CST), ACE.
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice A proposed change to taking payment for charges by Community Support Officers (CSOs) and Community Support Managers (CSMs) within the Community Support Team (CST) in ACE to reduced the amount of admin required to process Promise to Pay (PTP) forms. No contractual terms and conditions are to be affected. The change would apply to all 26 CSOs and 4 CSMs.• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice• Other (please state):
C. Person responsible for the policy area or practice: Name: Michael Broomfield Job title: Senior Community Support Manager School/service/unit: Accommodation, Catering and Events
D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it: <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)? NO• It is one which interested parties could reasonably expect the University to have carried out an EqlA? NO
E. Equality Groups To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) N/A
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 will be robust. **No requirement for assessment as it will not affect any equality groups.**

~~**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).
 - **We will review feedback for any positive or negative feedback related to the practice.**
 - **Reasonable adjustments will be considered where applicable.**
2. When will the policy/practice next be reviewed?
This will be carried out annually or when/if an issue is identified.

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)):

Accepted by (name): Michael Broomfield, Senior Community Support Manager.

Date: March 2024

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