



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): **New Ways of Working – Residence Life offices and desk spaces**

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

- ~~• Proposed new policy/practice~~
- Proposed change to an existing policy/practice – **YES**
A proposed change to offices and desk spaces for the Residence Life team with the opening of an office centrally at 3 South College Street and maintaining a smaller base at Pollock Halls.
- ~~• Undertaking a review of an existing policy/practice~~
- ~~• Other (please state):~~

C. Person responsible for the policy area or practice:

Name: **Christopher Tucker**

Job title: **Director Residence Life**

School/service/unit: **Residence Life – Accommodation, Catering and Events**

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 **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 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 – **N/A**
- Disability - **YES**
- Race (including ethnicity and nationality) - **N/A**
- Religion or belief - **N/A**

- Sex - **N/A**
- sexual orientation - **N/A**
- gender reassignment - **N/A**
- pregnancy and maternity - **YES**
- marriage or civil partnership¹ - **N/A**

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:
Office moves may affect those with hidden disability such as neurodivergence particularly if moving from smaller offices to large open plan spaces

The move may also affect those with disability or unseen disability with access/further travel to office/toilet facilities and in general, travel.
- 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:
N/A
- If the policy/practice contributes to advancing equality of opportunity²
The new offices should allow the team to work more collaboratively
- If there is an opportunity in applying this policy/practice to foster good relations:
Introducing this change and including the team in the change and providing reassurance that all known issues and feedback have been considered, adopted and remain under ongoing review
- If the policy/practice create any barriers for any other groups?
There could be potential barriers to productivity if hot-desking and working in a open-plan area is distracting to staff however we will continue to review and adapt best practice, office conduct and reasonable adjustments as we move forward
- How the communication of the policy/practice is made accessible to all groups, if relevant?
In-person and written communication and where relevant engagement and feedback from staff has occurred including wider ACE who determined these moves as part of their New Ways of Working project
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
Feedback from staff and stakeholders has been gathered and analysed to note any potential unexpected positive or negative impacts that should be addressed. Office moves where adapted from initial plans to incorporate feedback from impacted protected groups. On-going feedback will be gathered during 1-2-1s and team meetings. Staff will also complete work station risk assessment and the Healthy working assessment in Cardinus. Further changes can be identified and implemented following on from the risk assessments where needed.

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

- 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: **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/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.

Feedback from staff will be monitored on a continuous basis and we will continue to look at additional options when available to improve further our service delivery and support staff. Individuals personal needs will also be assessed and addressed by their line manager and if necessary, with the support of the ACE Health, Safety and Sustainability Adviser, Occupational Health or if appropriate, the University's Staff Disability Adviser.

~~**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).
 - **Continue to monitor feedback from all staff and act accordingly to changes and/or impact**
 - **Identify any issues as part of group and 1-2-1 meetings**
 - **Ensure all staff are aware of the change in New Ways of Working, how to access the offices, where/when they are rota'd to each location including working from home and the community and ensuring they undertake workstation risk assessments and are provided with appropriate equipment.**
2. When will the policy/practice next be reviewed?
 - **Every 6 months**

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)): **Cheryl Hutton, Head of Residence Life**

Accepted by (name): **Christopher Tucker, Director Residence Life**