



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): **Change of shift pattern with the Residence Life Team**

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 staff rotas for the Residence Life Team to ensure business needs are met and staff and students have access and coverage to Residence Life staff over extended operating hours. The pattern will ensure the main Residence Life office at 3 South College Street is open 8am-8pm Monday-Friday; Duty Manager coverage is available until 11pm daily, Community availability is also present 10am-11pm on Saturday and Sunday and on-call coverage via the Residence Life intervention team is available 24/7.
- ~~• 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)? **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)

We feel the characteristics most likely to have the potential to be impacted are disability, sex, and religious or philosophical belief.

After consideration, it was found that the rotas were likely to have no foreseeable impact to the protected characteristics of age, sexual orientation, gender reassignment, race, or marriage and civil partnership.

Disability: one of the aims of a proposed rota change would be to improve staff health with clear times off and with the majority of the team working condensed hours providing an additional rest day each week. It is recognised that moving to a shift pattern with more frequent rest days for staff could reduce fatigue, and therefore have a positive impact on employees with health conditions or disabilities. However, it is also noted that staff may care for others with health needs, and moving to a different shift pattern may make it more difficult for them to fulfil their caring responsibilities. Reasonable adjustments would be considered if the change to working rotas had a particularly negative impact on disabled staff or for staff who care for disabled relatives (for example if this was to conflict with regular medical appointments). We would also ask any staff with any health or disability issues to raise concerns individually with their line manager so any impact can be discussed.

Sex: 68% of staff impacted by the rota are female, and 32% are male. Research has shown that childcare responsibilities are more likely to fall to women rather than men. Consideration needs to be given to the impact of a change in shift pattern to anyone with childcare responsibilities (regardless of gender). It is recognised that changing shift patterns could have an impact on employees who have set childcare sharing arrangements in place based around a 5-day working week, although most staff had dual roles in the previous model which meant they were available in evenings and weekends already. It is acknowledged that some staff may need to find new caring arrangements, and adequate notice needs to be given before a proposed change is implemented to allow this to happen.

Religious or Philosophical Belief: some staff may be members of religious organisations that meet regularly on the same day each week (for example churches or synagogues). Moving to the new working pattern could mean that they are no longer able to attend these groups every so often. However, over a year, it is hoped that employees will still be able to attend religious organisations the same number of times as they likely would particularly as the working hours on offer should be able to accommodate most requests. We would also ask any staff who are concerned about their attendance at religious groups to raise concerns at an individual meeting so any impact can be discussed.

- Age – **detailed above**
- Disability – **detailed above**
- Race (including ethnicity and nationality)
- Religion or belief – **detailed above**
- Sex – **detailed above**
- 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:

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.

- 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 **N/A**
- If there is an opportunity in applying this policy/practice to foster good relations: **This policy/practice can improve relations with students and colleagues within the Residence Life and Community Support Teams**
- If the policy/practice create any barriers for any other groups? **N/A**
- How the communication of the policy/practice is made accessible to all groups, if relevant? **Has been discussed as a team, individually where required and sent via email with opportunities for feedback and contributions. 3 members of the team who will be impacted then created the first draft of the rota.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **All staff have had the opportunity to discuss as a team and individually with opportunities for personal needs to be shared, feedback and contributions. All staff will also be asked to feed back regularly to their Line Manager once this process is implemented where adjustments can be made if practical/necessary and a full team review looking at individual and team feedback and business need/engagement will occur in December 2024.**
- 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. **Based on the answers given above. We will consult with staff to consider particular circumstances.**

~~**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).

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

- This is specified above in relation to adequate notice to implement a shift pattern change, as well as individual consultations being offered to consider any mitigations
- Reasonable adjustments will be considered where applicable, and additional time may be given to staff to adjust to changes in personal circumstances
- We will review feedback for any positive or negative feedback related to any of the nine protected characteristics

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

Six months from the implementation of the new rota (December 2024)

H. Publication of EqlA

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

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqlA undertaken by (name(s) and job title(s)): **Cheryl Hutton, Head of Residence Life**

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

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