



Equality Impact Assessment Guidance and Template

This form is intended to help you decide whether an Equality Impact Assessment (EqIA) is needed and, if it is, to carry out the assessment of impact.

Assessing equality impact is a useful way of improving policy development and service delivery, making sure that we consider the needs of our students, employees and the wider community we serve, identify potential steps to advance equality and foster good relations, and do not discriminate unlawfully.

EqIA is part of the University's public sector equality duty under the Equality Act 2010 and the associated Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The Equality Act specifies the following 'protected characteristics': age, disability, race (including ethnicity and nationality), religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity, and marriage or civil partnership. This form uses 'equality group' to mean persons who share a relevant protected characteristic.

The University has a general equality duty to have due regard to the **needs** to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

Under the Scottish Regulations, the University has a specific duty – subject to relevance and proportionality - to assess the impact of applying proposed new or revised policies and practices against the needs above. 'Policy and practice' should be interpreted widely to include the full range of the Universities policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services – essentially everything we do.

The form includes some administrative details about the policy/practice, a screening analysis to indicate whether full EqIA is required, and then a number of questions to enable full EqIA. All policies and practices that are being developed or reviewed should be screened and, where indicated, subject to full EqIA.

This form is designed to lead you through the process of EqIA through asking pertinent questions and the provision of examples. Answers should be recorded after each question or set of questions and the form can be expanded as required. Answers may be as long or short as is necessary and relevant, bearing in mind that the effort involved in EqIA should be proportionate to the relevance of the policy or practice to equality.

Once completed, this form will be the record of the screening and, where applicable, the EqIA of the policy or practice. All full EqIAs are published.

It is recommended that you undertake our online training on Equality and Diversity and EqIA before you carry out EqIA. This can be found at: <http://www.ed.ac.uk/schools-departments/equality-diversity/training-resources/e-diversity-training>

A. Policy or Practice (name or brief description):

Student Record Maintenance (Practice)

- **Registration: Every new student has to “register” as part of their matriculation process. This is currently done via the completion of a registration form. The form is distributed via a pdf attached to an email for return by email or mail. There is currently a development whereby this process will be done online.**
- **The registration form collects (or verifies) data relating to that individual student e.g. personal details, contact details, entry qualifications, programme details, other data as dictated by the HESA (Higher Education Statistics Agency).**
- **The form also represents the student agreeing to adhere and abide by the University’s rules and regulations.**
- **The students’ record can be updated or amended at any point. The process depends upon the type of data requiring to be updated. Changes to programme details or student status, withdrawal are submitted by the School via an online form, Students can submit a form to change contact details.**
- **Degrees, awards are submitted to registry and manually keyed. Course results are uploaded by the relevant School.**

Further information:

www.ed.ac.uk/schools-departments/registry/matric

www.ed.ac.uk/schools-departments/registry/change-student-record-details

B. Reason for screening (delete as applicable):

- Undertaking a review of an existing practice

C. Person responsible for the policy area or practice:

Name: Craig Shearer

Job title: Assistant Director of Academic Registry (Head of Student Administration Services)

School/service/unit: Academic Registry

D. Screening Analysis

1. Does the policy or practice affect primary or high level functions of the University? Yes
2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty ‘needs’ set out in the introduction above)? Yes
3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA? Yes

E. Screening outcome

If the answer to any of questions in section D above is ‘Yes’, an Equality Impact Assessment should be carried out on the proposed/revised policy or practice at an early stage and in any event before it is finalised.

Equality Impact Assessment required: Yes

Record any notes about the screening process or outcome here.

- If EqIA is required, note when/at what stage(s) and by whom EqIA will be carried out.
- If EqIA is not required, note any plans for review, monitoring or other action (including the communication of any favourable equality impact).

F. Sign-off

Screening undertaken by (name(s) and job title(s)): Craig Shearer, Assistant Director of Academic Registry, Head of Student Administration Services

Accepted by (name): Craig Shearer, Assistant Director of Academic Registry, Head of Student Administration Services

[This will normally be the person responsible for the policy/practice named in 3 above. If not, specify job-title/role.]

Date: March 2013

If EqIA is not being carried out, delete the remainder of this form and send the completed form to equalitydiversity@ed.ac.uk.

G. Equality Impact Assessment

Before assessing the policy/practice, ensure that you have a clear understanding of the purpose of the policy or practice, the context, the intended beneficiaries and the results aimed for.

In answering the questions below:

- Bear in mind that the extent of EqIA should be proportionate to the relevance of the policy/practice to equality. It may not be practicable or necessary to answer every question or address every potential scenario.
- Focus mainly on aspects of the policy/practice that are most relevant to the question, to ensure most attention is given to the most important areas.
- Relate answers to consideration of the available evidence and address any gaps or disparities revealed, where feasible without disproportionate effort. For new policies, assess potential impact.
- Describe any action identified to address any issues highlighted.
- Where there is potential for adverse impact, but the policy/practice will still be applied, indicate the rationale for that decision.

1. Overview. Indicate the current status of the policy/practice or the stage of development/review. Also note any general comments here regarding the relevance and significance of the policy/practice to equality. Which aspects of the policy/practice are particularly relevant (which should be the main focus for EqIA). On what aspects of equality does the policy/practice particularly impact? ***The practice is continually under review as part of our commitment to enhancing the student experience and increasing efficiency. The planned "self service" and online registration process will further enhance the process in the future.***

2. To which equality groups is the policy/practice relevant? The protected characteristics under the Equality Act are (delete as applicable)

- Disability ***Disability is recorded on the record if it is declared by the student via the registration form. This is not mandatory. The form is sent as a pdf therefore***

can be formatted by the recipient. The future online process will include provisions for accessibility.

- race (including ethnicity and nationality) ***Ethnic background is requested via the registration process. This is required by HESA however it is not mandatory and student need not declare the information. The information is only visible in the client version of the records system and not displayed to staff. Nationality (and dual nationality) is also collected and required for UKBA, HESA and internal usage. This field is mandatory.***
The registration process is carried out via pdf documents and online in the future so can be carried out remotely where ever the student is at the time.
- gender reassignment ***Changes to name and gender are catered for and are carried out confidentially and sensitively.***

In answering the questions below consider each of these equality groups. As part of this, consider diversity within, as well as between groups (e.g. different disabilities, different racial groups). Consider the implications of combinations of protected characteristics e.g. issues of relevance to women will vary once race, religion and age are taken into consideration. Also consider the impact on those with caring/family responsibilities (which tends to impact more on women). What evidence is available about the needs of relevant groups? E.g. information/feedback from equality groups or other stakeholders, involvement or research with equality groups or individuals, equality monitoring data, service monitoring data, information for other similar policies/practices, staff surveys, research reports, demographic information, audit, inspection or management reports and recommendations.

- ***We have a feedback process on our website which can be used by students/staff/guests to highlight issues. This mechanism will be highlighted during the registration process to raise awareness. This feedback process is constantly monitored and comments replied to by a senior member of staff.***
- ***This evidence is deemed as sufficient in assessing our practice.***

Where are the gaps in evidence? If there is insufficient information to properly assess the policy, how will this be addressed? If information cannot be gathered now, consider building monitoring into the plans for implementation/review of the policy/practice. Note: The resources put into collecting evidence should be proportionate to the relevance of the policy/practice to equality.

3. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular groups or give rise to indirect discrimination? No
4. Are reasonable adjustments built in where they may be needed? Yes
5. Does the policy/practice contribute to advancing equality of opportunity¹? No
6. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not²? Will it help to tackle prejudice and/or promote understanding? No
7. Is there evidence (or an expectation) that people from different protected groups have

¹ This question does not apply to the protected characteristic of marriage or civil partnership

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

different needs or experiences in relation to the policy/practice? If so, what are they? Yes: as above

8. Is there evidence (or an expectation) of higher or lower uptake by any protected group(s)? If so, give details of the differences and the reasons for these (if known)? No
9. Is any protected group excluded from participating in or accessing the service or functions? If so, why? No
10. Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income? No
11. How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice? Via feedback process (see 3. Above)
12. Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here. No

H. Equality Impact Assessment Outcome

There is a legal obligation to take account of the results of the EqIA in the development of a new or revised policy or practice. Having considered the answers in section G, select one of the four options below to indicate how the development/review of the policy/practice will be progressed. Delete the options that do not apply.

Option 1: No major change – the assessment is that the policy/practice is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review.

I Action and Monitoring

1. Specify the actions required to implement the findings of this EqIA.
No immediate actions required.
2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
Feedback will be continuously monitored
3. When will the policy/practice next be reviewed?
As part of the self service and online registration developments.

J. Publication of EqIA

The University's Records Management Office publishes EqIAs on its website. There is a

statutory requirement to publish EqlAs within a reasonable period. However, in some circumstances there may be valid reasons to limit what is published or to delay publication. Can this EqlA be published in full, now? Yes/No

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

J. Sign-off

EqlA undertaken by (name(s) and job title(s)): Craig Shearer, Assistant Director of Academic Registry, Head of Student Administration Services

Accepted by (name): Craig Shearer, Assistant Director of Academic Registry, Head of Student Administration Services

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

Date: March 2013

Retain a copy of this form for your own records and send a copy to .