



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.

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement 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 is part of the University's general equality duty under the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The Equality Act 2010 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 University's policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services – essentially everything we do.

This form is a tool to help with screening and EqIA and is designed to lead you through the process through asking pertinent questions and giving examples. However, the law does not dictate a particular form for EqIA. The requirement is to actively consider how a policy or practice will meet the general equality duty, and take any necessary action. Wherever practicable, EqIA should be built into standard processes and tailored to the nature of the policies or practices involved.

It is, however, necessary to publish EqIA where the policy or practice is applied, so all EqIAs – in whatever format - should be sent to equalitydiversity@ed.ac.uk for publication.

The form includes: some 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.

Answers should be recorded after the questions and the form can be expanded and supplemented 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.

A. Policy or Practice (name or brief description): Internal Review Process – Guidance Notes for Administrators 2013/14
B. Reason for screening (delete as applicable): <ul style="list-style-type: none">• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice Changes to process in line with external requirements and review of current practice
C. Person responsible for the policy area or practice: Name: Gillian Mackintosh Job title: Academic Policy Officer School/service/unit: Academic Services, Academic Registry
D. Screening Analysis <ol style="list-style-type: none">1. Does the policy or practice affect primary or high level functions of the University? Yes2. 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)? Yes3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA? Yes <p>If the answer to any of these questions is 'Yes', an EqIA should be carried out on the proposed/revised policy or practice at an early stage and in any event before it is finalised.</p>
E. Screening outcome Equality Impact Assessment required: Yes Record notes about the screening process or outcome here. The Equality Impact Assessment (EqIA) carried out by Gillian Mackintosh on behalf of Academic Services. The EqIA will be carried out before the guidance is published on the Academic Services website for use in academic year 2013/14.
F. Sign-off Screening undertaken by : Gillian Mackintosh, Academic Policy Officer Accepted by (name): Linda Bruce, Head, Quality Assurance Team, Academic Services Date: 28 June 2013
G. Equality Impact Assessment

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 Internal Review Guidance and process is reviewed on an annual basis; any amendments to the process and guidance are carried out either due to external requirements from the Scottish Funding Council or Quality Assurance Agency or from feedback from review team members and subject areas. As part of the review for 2013/14 it was agreed to develop separate guidance for subject areas, review teams and administrators.

The guidance highlights the importance of student engagement and involvement in the process to enhance the student experience.

The guidance has been Equality Impact Assessed because it applies to all undergraduate students and all staff in the University involved in the internal review process.

2. To which equality groups is the policy/practice relevant? Policies/practices applying to substantial groups of students or staff will be relevant to all equality groups, which should be noted. However, also indicate any equality groups for which the policy/practice is particularly relevant, and why.

The protected characteristics under the Equality Act are (delete any that are not relevant):

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

The guidance is applicable to all staff involved in the internal review process but does not have specific impact on or requirements for any of the protected characteristics.

3. What evidence is available about the needs of relevant equality 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.

There is no formal evidence as such regarding the needs of relevant equality groups however formal feedback is gathered from review team members in terms of their involvement in the process and the review method. Review panels meet with a representative sample of students during the review visit.

4. Might the application of this policy/practice lead to discrimination, harassment or

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.

victimisation? Might it result in less favourable treatment for particular equality groups or give rise to indirect discrimination?

No

5. Are reasonable adjustments built in where they may be needed?

Different modes of study such as part-time are taken into consideration when planning for a review.

6. Does the policy/practice contribute to advancing equality of opportunity²? Will it help to:

- remove or minimise disadvantage
- meet the needs of different equality groups
- encourage increased participation of particular groups
- take account of disabled people's impairments?

The consideration of different modes of study during the review process can meet the needs of particular groups and encourage their participation. Review panels meet with a representative sample of students during the review visit.

7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not³? Will it help to tackle prejudice and/or promote understanding?

No

8. Is there evidence (or an expectation) that people from different equality groups have different needs or experiences in relation to the policy/practice? If so, what are they?

There is no evidence or expectation.

9. Is there evidence (or an expectation) of higher or lower uptake by any equality group(s)? If so, give details of the differences and the reasons for these (if known)?

There is no evidence or expectation.

10. Is any equality group excluded from participating in or accessing the service or functions? If so, why?

No

11. 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? Is the communication of the policy/practice accessible to all groups?

The practice does not create any barriers for any other groups. The guidance will be made available in different formats if necessary.

12. How are relevant equality groups or communities involved in the development, review and/or monitoring of the policy or practice?

At present there is no formal mechanism in place apart from feedback that is gathered from subject area staff and review team members.

13. 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.

There are no further points to note.

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

³ This question does not apply to the protected characteristic of marriage or civil partnership.

H. Equality Impact Assessment Outcome

No change required – the assessment is that the policy/practice is 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 further action required.
2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).
By continuing to use the feedback from subject areas and review team members.
3. When will the policy/practice next be reviewed?
Semester 2 2014

J. Publication of EqIA

EqIAs are published on the Equality and Diversity website.

There is a statutory requirement to publish EqIAs within a reasonable period. However, in some circumstances there may be valid reasons to limit what is published or to delay publication.

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

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

J. Sign-off

EqIA undertaken by: **Gillian Mackintosh, Academic Policy Officer.**

Accepted by (name): **Linda Bruce, Head, Quality Assurance Team, Academic Services**

Date: **28 June 2013**

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