



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):
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice YES• Proposed change to an existing policy/practice YES• Undertaking a review of an existing policy/practice YES• Other (please state):
C. Person responsible for the policy area or practice: Name: Jennifer Glover Job title: Assistant Director – Campus and Residential Services 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• is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)?• It is one which interested parties could reasonably expect the University to have carried out an EqIA?
E. Equality Groups To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s) <ul style="list-style-type: none">• Age• Disability YES• race (including ethnicity and nationality)• religion or belief• sex• sexual orientation• gender reassignment YES

- pregnancy and maternity **YES**
- marriage or civil partnership¹

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

Office moves under this NWoW process may affect those with a hidden disability such as neurodivergence - by potentially moving from smaller offices to large open plan offices.

New practise may affect those with a disability/unseen disability with further to travel to the office/toilet facilities

Move to new offices for some staff communities may affect gender reassignment with further to travel to specific Male/Female or mixed gender toilets

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity²

This new practise should enable teams to work more collaboratively and to as part of neighbourhoods. It was also support staff development as staff will be embedding with different teams and departments.

- If there is an opportunity in applying this policy/practice to foster good relations:

Introducing this practice and ensuring good communication will provide reassurance to all staff that all known issues and feedback have been considered and adopted

- If the policy/practice create any barriers for any other groups?

We see no barriers that will be created as a result of the implementation of this policy but will continue to review and adapt as we move forward

- How the communication of the policy/practice is made accessible to all groups, if relevant?

Consultation was undertaken with key stakeholders, groups and Directors/Heads of departments, groups of colleagues directly impacted by office moves where consulted and discussed with directly.

- 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, NWoW office moves where adapted from initial plans to in-corporate feedback from impacted

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

protected groups. On-going feedback during the course of office moves will be gathered during 1-2-1s and team meetings.

Staff will also complete work station risk assessment and or the Healthy working assessment in Cardinus. Feedback and changes analysed and implemented following on from the risk assessments.

- 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:

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 is on a continuous basis and will be gathered during and after office moves, and adjusted where necessary. Assessing the needs of individuals will be undertaken and addressed by their line manager, with support provided by the Health, Safety and Sustainability Advisor.*

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*
- *Discuss impacts with staff on Maternity Leave during meetings prior to returning to the office*
- *Ensure all staff are aware of the change in NWoW*

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

- *During and after all office moves – October and then 6 months afterwards after the moves have been embedded.*

H. Publication of EqIA

Can this EqIA be published in full, now? Yes

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

I. Sign-off

EqIA undertaken by Jennifer Glover – Assistant Director, Campus Properties and Services

Accepted by (name): Michelle Christian

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

Date:12/10/2023

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