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):

College of Arts, Humanities and Social Sciences (CAHSS) academic workload allocation model revision and update plus embedding of the Simitive system to gather and model information relating to academic workload; teaching, administration and research.

This EqIA is a review and revision of the original created and approved in 2017.

B. Reason for Equality Impact Assessment (delete as applicable):

Changes to the workload allocation model, policy to implement that single model across the College and embedding of the Simitive system to support the implementation across all Schools in the College.

C. Person responsible for the policy area or practice:

Name: **Fraser Muir**

Job title: College **Chief Information Officer**

School/service/unit: **College of Arts, Humanities and Social Sciences**

The College CIO acts on behalf of the College Staffing Management Committee under whom the College WAM sits.

D. An Impact Assessment should be carried out if any if the following apply to the policy/practice, if it:

- affects primary or high level functions of the University **YES**
- 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

- This assessment applies to the following groups:

    o Age

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

Because the model and supporting system affects a large proportion of staff in the College, it has the potential to affect all protected characteristics although the model or system itself does not store or process this information per se.

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

For the purposes of this assessment we will document the system and the model, process and policy separately.

Model, process and policy
The model, the policy to apply it consistently across all areas of the College and the processes that support it are all documented and agreed to be applied equally across all areas of the College and its academic staff which can and will include all of the groups identified above.

System
Disabled users will require the system to be accessible in relation to the Web Content Accessibility Guidelines Version 2 Standards and to be compatible with assistive technology.

In terms of race the system is only provided in English but as this system is for staff and the main teaching language of the University is English we do not envisage that this should create any disadvantage. In terms of gender there may be a positive impact as the system will assist in our submissions to Athena Swan by facilitating reporting and metrics on academic workload comparisons across the Athena Swan categories.

The system will store information derived from central systems on the age and sex of above groups. It will allow reporting on and will facilitate checks to ensure that the College is meeting its ambitions on equality as it relates to academic workload allocation. This information will not be used to place any group at any disadvantage. The system provides standards-based best-practice information and data security to protect the information held assured by contract[1].

The management information relating to academic workload for staff will assist College HR in ensuring no groups are discriminated against by allowing them to report on the data as it applies to the various groups above. Information on all aspects of workload allocation, including comparisons across relevant groups, are reported to the College staffing management committee to whom this initiative reports.

Because the system monitors workload it has the potential to benefit the health and wellbeing of staff for instance where workload has been distributed unevenly onto one individual.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

At this stage, we feel we have sufficient information to proceed.

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[1] https://www.digitalmarketplace.service.gov.uk/g-cloud/services/572124106546304

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

We do not believe that this new model, process or system will result in any form of prohibited conduct.

Model, process and policy
The fundamental principle of applying to all academic staff equally and in a transparent manner will aid equality.

System
The system has been tested by the IS Disability Information Officer to check its accessibility and compatibility with assistive technology and if for any reason a user was unable to access the system and we were unable to immediately rectify this, reasonable adjustments would be put in place to ensure that that individual experienced no detriment.

- If the policy/practice contributes to advancing equality of opportunity

Model, process and policy
The College now utilises a single workload allocation model across all areas of academic activity and this drives greater equality and transparency for academic staff. We have also established clear roles and responsibilities plus have published a transparent mechanism for agreeing and implementing changes to that workload model.

System
By allowing us to collect data on certain protected characteristics this should assist us with our Athena Swan submissions and general Equality and Diversity monitoring which in turn it is hoped will enable us to promote good practice and demonstrate the schools' and the University's commitment to Equality and Diversity.

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

By improving the monitoring and reporting of workload and its distribution across age and gender and using this information to directly improve equality within the College, reducing any potential for disadvantage, it is hoped this will foster good relations.

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

Model, process and policy
The single model approach and transparent application of that model is intended to reduce any barriers for other groups of academic staff in the College. For example, guaranteed hours staff are now treated equally to salaried academic staff within the model which is solely based on activity undertaken.

System
All staff who need access to the system will be enabled to do so through University provided equipment. We do not envisage that the system will create any barriers for any other groups.

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

Communication about the WAM is and will continue to be transmitted in a variety of formats – for example via the College intranet and emails. Accessibility guidelines are followed for these communication channels. In line with our legal requirements all documents about the

new system and policy will be made available in alternative formats upon request free of charge.

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

College staffing management committee owns the project and has oversight of both WAM and equality and diversity matters within the College.

- Were the unions consulted?

Unions were consulted on the development of the workload allocation guidelines upon which the system will be based. Unions were not consulted on the decision to implement a College-wide system or on the selection of the system.

- Were staff groups consulted –Staff Disability network – other general college staff?

The project created a board with representatives from across the key stakeholder groups and this has been our primary mode of consultation. In addition, the projects outputs are approved by College Staffing Management Committee to which the project board reports.

The Information Services Disability Information Officer has reviewed the accessibility sections for all the tender submissions and tested the system for accessibility and compatibility with assistive technology.

- 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:

We have liaised closely with academic line managers during the implementation of the updated model, the processes and supporting system to explain its purpose and intended use and to allay any fears or concerns staff may have particularly related to any of the 9 protected characteristics.

Comprehensive training on the new system is being provided using a variety of mechanisms (to avoid clashing with child care responsibilities/caring responsibilities/dates of religious observance) and consideration given to accessibility of training. Any reasonable adjustments required for training will be put in place as will recordings.

F. Equality Impact Assessment Outcome

Option 1: No change required – the assessment is that the model, process and system are robust and that the measures in place to monitor and approve changes will maintain that robustness.

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).

Monitoring will be undertaken by the College staffing management committee which is responsible for all WAM-related activity. The committee will monitor feedback, inform staff of reasonable adjustments, ensure communications are available in alternative formats on request.

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

There will be a further review following completion of the project and on major review of the WAM itself or replacement of the system.

H. Publication of EqIA

Can this EqIA be published in full, now?

Yes.

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Fraser Muir, College CIO**

Accepted by (name):

Date:

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