



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): Student Support and Personal Tutoring

The aim of the new model is to ensure all taught students have access to consistent levels of timely, professional, and empathetic support covering both academic and pastoral matters from within their School. This moves the University from an academic personal tutor system to a professional service led adviser system in each School; embedding specialist wellbeing advisers in each School; strengthening the academic role of Programme Director to create "cohort leads" with specific responsibility for welcome, induction and transition, community building and academic support; and, reinforcing the current Peer Assisted Learning Schemes (PALS) by ensuring each area has a paid senior student lead role (fractional student employees) to facilitate development of local schemes.

B. Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice **Yes**
- Proposed change to an existing policy/practice
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: **Anne Payne**

Job title: **College Registrar**

School/service/unit: **College of Science & Engineering**

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
- 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)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- 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:

It is not the intention that the change will result in any job losses. All members of staff who are impacted will be involved and consulted throughout the process – this should ensure that all concerns are raised and addressed as appropriate. Job descriptions may change slightly – all staff impacted will be consulted and all reasonable adjustments put in place as required.

Working hours and location are not expected to change – this will mean that there is no impact on transport or current childcare arrangements (if applicable).

Line managers will be asked to encourage staff to disclose any disability or reasonable adjustments they might need. Communication about the changes will be made available in alternative formats upon request.

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

We feel we have the necessary information to properly assess the policy

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

We do not have reason to believe that the implementation will lead to discrimination. Any reasonable adjustments required will be addressed and put in place as necessary.

- If the policy/practice contributes to advancing equality of opportunity²

As this change practice is currently being applied throughout the whole university, there has been opportunity to assess where there may be inequalities and review and advance opportunities for equality as part of the implementation of the change.

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

As the change practice has been initiated in order to improve the student experience, it is hoped that this will demonstrate the universities commitment to Equality and Diversity.

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

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

We do not believe that there will be any barriers created for any other groups

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

Thorough communication plan developed which includes a number of different communications throughout the process using different methods.

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

There are a number of individuals from a variety of different backgrounds and within different areas of the university who have all been consulted on the change practice. Any issues raised regarding inequality have been appropriately addressed.

- 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:

No expected impact as a result of applying the new practice. No actual impact has been identified during consultation meetings. 100% of the individuals who are in roles which are impacted are female – all of which are staying at the same grade or are being responsively regraded.

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. - **YES**

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. When will the policy/practice next be reviewed? May 2023

H. Publication of EqIA

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

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

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Elaine Watson, HR Partner

Accepted by (name): Anne Payne

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

Date: 06/07/2022

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