



THE UNIVERSITY *of* EDINBURGH

# Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk).

You'll find it useful, before filling in this assessment template, to complete the online course:

[Introducing Equality Impact Assessment](#)

This template is designed to be used alongside the:

EqlA [Guidance and Checklist](#)

EqlA [Policy Statement](#)

EqlA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

| A. Key Information           |  |
|------------------------------|--|
| <b>Policy/practice name:</b> | Research salary costs management process |

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| <p><b>General background/aims of policy/practice:</b></p> | <p>Any research projects with directly incurred staff require an attribution of the staff time and costs to each relevant project to allow us to:</p> <ul style="list-style-type: none"> <li>a) Fulfil research funders terms and conditions and report on the effort and cost expended in running a particular project</li> <li>b) ensure that the University recovers the full eligible staff costs from research grants</li> </ul> <p>The current process to allocate salaries to appropriate project code(s) is subject to manual interventions, posting errors, processing delays, impacts the audit trail for funder requirements and exposes the University to risks of non-compliance.</p> <p>A project is underway called the research salary management project and aims to increase the accuracy of salary information recorded against research grants through the change of business process and introduction of new system functionality</p> <p>The project will look to achieve its aim through 7 key objectives listed below.</p> <ul style="list-style-type: none"> <li>1. Increase the proportion of all salary costs posted into the research salary control cost centre in each period, that are successfully posted to projects.</li> <li>2. Replace the existing research salary control allocation spreadsheet with system functionality within People &amp; Money</li> <li>3. Ensure directly incurred salary costs are attributed correctly to each project</li> <li>4. Improve the audit trail available for each transaction, ensure suitable evidence for funders is captured consistently and can be accessed easily.</li> <li>5. Where possible, reduce the overall effort required for the end-to-end process to record research salary information.</li> <li>6. Minimise the frequency of collection of project coding for research salaries.</li> <li>7. Implement a business process that manages unprocessed costs in research salary control account in a timely manner</li> </ul> <p>When the project closes it will handover the new process to the Research Grants Team within Edinburgh Research Office.</p> |
| <p><b>School/Dept:</b></p>                                | <p>Edinburgh Research Office</p>   |
| <p><b>Assessed by:</b><br/>(name &amp; job title)</p>     | <p>Robert Neilson</p>  |
| <p><b>Sign off by:</b><br/>(name &amp; job title)</p>     | <p>Libby McCue, Jen Lambert</p>  |

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|-----------------------|------------|
| <b>Sign off date:</b> | 18/02/2025 |
| <b>Review date:</b>   | 07/06/2025 |

| <b>B. Reason for EqIA</b>                             | (check one)                         |
|---|-------------------------------------|
| <b>New policy/ practice is proposed</b>               | <input type="checkbox"/>            |
| <b>Change to existing policy/practice is proposed</b> | <input checked="" type="checkbox"/> |
| <b>Other</b> (describe in Section D below)            | <input type="checkbox"/>            |

### **C. Who will most impacted by this proposal?**

Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

|                              |                                     |   |                          |   |                          |
|------------------------------|-------------------------------------|---|--------------------------|---|--------------------------|
| <b>Age</b>                   | <input type="checkbox"/>            | <b>Race (including ethnicity and nationality)</b>           | <input type="checkbox"/> | <b>Marriage and civil partnership<sup>1</sup></b> | <input type="checkbox"/> |
| <b>Disability</b>            | <input checked="" type="checkbox"/> | <b>Religion or belief (including no religion or belief)</b> | <input type="checkbox"/> | <b>Sex</b>  | <input type="checkbox"/> |
| <b>Gender reassignment</b>   | <input type="checkbox"/>            | <b>Pregnancy and maternity</b>                              | <input type="checkbox"/> | <b>Sexual orientation</b>                         | <input type="checkbox"/> |
| <b>Other characteristics</b> | <input type="checkbox"/>            |   |                          |   |                          |

### **D. Consideration of Impact**

Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?

<sup>1</sup> Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?
- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?
- How can communication of the policy/practice be made accessible to all relevant groups?

One of the deliverables for the project will be to ensure those impacted receive relevant guidance, communications, videos and training material to allow them to carry out the new process and use the new functionality. The project will ensure that the information is provided in an accessible way for staff.

The delivery of the research salary management project could impact the following protected characteristic:

### **Disability**

The project must ensure guidance, communications, videos and training material & information is provided in an accessible way for the staff impacted by the change, in adherence to:

- The University of Edinburgh Web Accessibility Policy  
**Accessibility policy | The University of Edinburgh**
- Web Content Accessibility Guidelines (WCAG)  
**WCAG 2 Overview | Web Accessibility Initiative (WAI) | W3C**

Any new software or changes to software must meet accessibility requirements - the proposed system will include compliance with both regulatory and policy requirements for accessibility as "Must Have" for potential suppliers.

A separate accessibility assessment will be carried out through our software partner Innoapps as part of their process for making changes to the Oracle People & Money system

The following characteristics are not expected to be impacted in this project for staff, this project will however engage with a wide range of different groups of stakeholders across the University, for example through SME workshops.

- Age
- Gender reassignment
- Race (including ethnicity and nationality)
- Religion or belief (including no religion or belief)
- Pregnancy and maternity
- Marriage and civil partnership
- Sex
- Sexual orientation

|   |                                     |
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| <b>E. Equality Impact Assessment Outcome</b><br>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. | (check one)                         |
| <b>Outcome 1:</b> No change required – the assessment is that the policy/practice is/will be robust.  | <input checked="" type="checkbox"/> |
| <b>Outcome 2:</b> Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.  | <input type="checkbox"/>            |
| <b>Outcome 3:</b> Continue the policy or practice despite the potential for adverse impact, and which can be justified.   | <input type="checkbox"/>            |
| <b>Outcome 4:</b> Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.  | <input type="checkbox"/>            |

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| <b>F. Action and Monitoring</b><br>Describe any actions you will take to address the findings of this EqlA. <ul style="list-style-type: none"> <li>• How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice?</li> </ul> Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above. |
| This EqlA will be reviewed at the point of handover of the process as Business as usual to Edinburgh Research Office, with a sign-off review at this point.<br><br>The project will involve engagement with a wide range of different groups of stakeholders across the University, for example, School, College and central teams' staff. All materials produced will be reviewed with the aim of creating clear, consistent and transparent processes and practice.             |

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| <b>G. Publish</b>  |
| Send your completed EqlA to the HR EDI team ( <a href="mailto:equalitydiversity@ed.ac.uk">equalitydiversity@ed.ac.uk</a> ) to published, and keep a copy for your own records. |