



## Equality Impact Assessment Template

Before carrying out EqlA, you should familiarise yourself with the University's EqlA Policy Statement and Guidance and Checklist Notes, and undertake our online training on Equality and Diversity and EqlA. These, along with further information and resources, are available at [www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment](http://www.ed.ac.uk/schools-departments/equality-diversity/impact-assessment)

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

<b>A.</b> Policy/Practice (name or brief description): Introduction of an Estates Enterprise Programme Project Management (EPPM) system
<b>B.</b> Reason for Equality Impact Assessment (Mark <b>yes</b> against the applicable reason): <ul style="list-style-type: none"><li>Proposed new system This is an EqlA for a new management system</li></ul>
<b>C.</b> Person responsible for the policy area or practice:  Name: Jane Johnston  Job title: Director of Estates Development  School/service/unit: Estates Development
<b>D.</b> 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"><li>affects primary or high level functions of the University <b>Yes</b></li><li>is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? <b>Yes</b></li><li>It is one which interested parties could reasonably expect the University to have carried out an EqlA? <b>Yes</b></li></ul>
<b>E.</b> 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"><li>Age</li><li>Disability</li><li>race (including ethnicity and nationality)</li><li>religion or belief</li><li>sex</li><li>sexual orientation</li><li>gender reassignment</li><li>pregnancy and maternity</li></ul>

- marriage or civil partnership<sup>1</sup>

**The EPPM system allows Estates Development to project manage Estates Development project programmes and report on the Capital Management plan.**

**The new system does have the potential to impact all 9 protected characteristics however we anticipate that is potentially most impact on the protected characteristics of disability and race. There is the potential for an impact on race as the system will be in English however this is the main teaching language of the University so we do not believe this will cause any disadvantage.**

**Disability may be impacted because the new system must be accessible to disabled users and take account of the need to be compatible with assistive technology. We will ensure as far as possible that the system promotes and facilitates compliance with the Web Content Accessibility Guidelines version 2 (<http://www.w3.org/TR/WCAG20/>)**

**All content published to the system must not discriminate against any of the protected characteristics. Any content that was found to discriminate against any of the protected would result in severe disciplinary action. The University vision is a continuing commitment to equality and diversity for both students and staff. The University has a single equality strategy to ensure that equality and diversity are guiding principles in our pursuit of academic excellence.**

Add notes against the following applicable statements:

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

**The Information Services Disability Information Officer has been involved in the procurement of the system and tested the systems accessibility and any changes in the system will be evaluated to ensure they are as accessible as possible. All feedback will be monitored for any comments positive or negative related to any of the 9 characteristics.**

- 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.**

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

**We do not anticipate that this system will lead to any form of prohibited conduct. We do not anticipate that the implementation of the EPPM system will have any negative impact on any equality groups per se. We will ensure all requests for reasonable adjustments are dealt with accordingly, using existing processes for requesting adjustments. If a disabled user is unable to use the IT system and we are unable to make it accessible, adjustments would be made e.g. assisting inputting data in the system. This could include another user downloading and producing information from the system in alternative formats but all reasonable adjustments will take account of the specific circumstances and be tailored to meet the individuals' unique situation.**

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<sup>1</sup> 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.

- If the policy/practice contributes to advancing equality of opportunity<sup>2</sup>

**EPPM will adhere as far as possible to recognised accessibility standards and guidelines and it is hoped this will promote good practice within the University. The EPPM is more accessible than current practice and will make it more accessible to all users especially as all files and documents will be available in one place as opposed to multiple systems.**

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

**We will continue to promote accessibility as part of our training and support for the system which we feel will continue to demonstrate the seriousness by which Edinburgh University takes the issues of Equality and Diversity and in this case in particular the needs of disabled users and the desire to make the systems as accessible as possible and to mainstream as many adjustments as possible.**

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

**No equality group will be excluded by implementation of the policy and the policy should create no barriers. The University provides IT equipment to all Estates Development staff so there should be no disadvantage to those on lower incomes who may not have their own devices.**

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

**We will publish appropriate information on EdWeb, which complies with the Web Content Accessibility Guidelines Version 2 AA standard. All communication about the policy will be available in alternative formats upon request as well as any materials that form part of the system.**

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

**We will continue to involve the IS Disability Information Officer to ensure the system is accessible as possible for disabled users. We will monitor all feedback for any comments related to any of the 9 protected characteristics and act accordingly through proactive engagement activities within the Estates Department.**

- 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**

#### **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.

<sup>2</sup> This question does not apply to the protected characteristic of marriage or civil partnership

**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.

**Option 1: No change required – the assessment is that the policy/practice is/will be 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 for the reasons stated above.**

#### 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).

**Monitor and respond to all feedback**

**Regularly consult with our colleagues who are experts in accessibility**

**Promote good practice when users are creating content through online guidance and workshops**

**Ensure staff are aware of the need to provide materials in alternative formats upon request and promote the EPPM as a tool that may be used to meet that need where appropriate.**

**Ensure staff are aware of the need to make reasonable adjustments where appropriate.**

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

**We will review the system in January 2019 after full deployment of the new system or before if there are any changes to the system or we receive any positive or negative feedback related to any of the 9 protected characteristics.**

#### 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:  
We will publish after initial deployment. When any positive or negative issues related to any of the nine characteristics are identified or when there is a significant change.

#### I. Sign-off

EqIA undertaken by (name(s) and job title(s)):

**Jane Johnston – Director of Estate Development**

**Lynn Thomson – Information Services Business Analyst**

**Fiona McGillivray – Project Management Office Information Coordinator**

Accepted by (name): **Jane Johnston, Director of Estate Development**

Date:**30/01/18**