



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.

<p>A. Policy/Practice (name or brief description): Restructure of Cleaning Services to remove the role of Cleaning Chargehand to be replaced with the new role of Assistant Cleaning Supervisor</p>
<p>B. Reason for Equality Impact Assessment (Mark yes against the applicable reason):</p> <ul style="list-style-type: none"> Proposed new structure
<p>C. Person responsible for the policy area or practice:</p> <p>Name: David Brook</p> <p>Job title: Head of Support Services</p> <p>School/service/unit: Estates, Support Services</p>
<p>D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:</p> <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?
<p>E. Equality Groups</p> <p>To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)</p> <ul style="list-style-type: none"> 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: **N/A**
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **N/A**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: **N/A**
- If the policy/practice contributes to advancing equality of opportunity² **N/A**
- If there is an opportunity in applying this policy/practice to foster good relations
- **This change will foster good relations within the cleaning team because it will address the anomaly in grading caused by the outcome of the grade scale review.**
- If the policy/practice create any barriers for any other groups? **N/A**
- How the communication of the policy/practice is made accessible to all groups, if relevant? **The change will be briefed to staff via oral supervisor briefings supported by written documentation**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **N/A**
- 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: **N/A**

Positive

This change will have a very positive impact on the affected group of staff (chargehands) addressing the issue of their roles now being paid the same salary as the staff they supervise. It will also address the disparity between the grading of similar roles within ACE.

The issue of chargehands and cleaners being paid on the same grade is widely understood, and viewed as unfair within the wider cleaning team and beyond and in resolving the issue which has been raised informally by a number of staff it will show the department as acting in good faith to solve an issue caused by well intentioned wider University work relating to grade scales

Negative

In considering these changes I have been unable to see any negative outcome should the proposal be implemented

Age	I have not been able to identify any negative outcome based on this criteria
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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

Disability	I have not been able to identify any negative outcome based on this criteria
race (including ethnicity and nationality)	I have not been able to identify any negative outcome based on this criteria
religion or belief	I have not been able to identify any negative outcome based on this criteria
sex	I have not been able to identify any negative outcome based on this criteria
sexual orientation	I have not been able to identify any negative outcome based on this criteria
gender reassignment	I have not been able to identify any negative outcome based on this criteria
pregnancy and maternity	I have not been able to identify any negative outcome based on this criteria
marriage or civil partnership ³	I have not been able to identify any negative outcome based on this criteria

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. The assessment of the change is that the policy is robust is based on all staff affected will be offered enhanced rates of pay with all other Ts and Cs unchanged. In the unlikely event of any affected member of staff not wishing to accept the new role, employment as a cleaner will be offered on their current hours and rate of pay, ie, at no detriment. It is anticipated that all current employees in the Chargehand role will be able to perform and have the capability to perform in the role of Assistant Supervisor. A training period will be implemented to support the transition and trial period offered.

G. Action and Monitoring

1. Specify the actions required for implementing findings of this EqlA 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?

If implemented the change will be permanent with no requirement for further review

H. Publication of EqlA

Can this EqlA be published in full, now? **YES**

³ 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 No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqlA undertaken by (name(s) and job title(s)): **David Brook, Head of Support Services**

Accepted by (name): **David Brook, Head of Support Services**

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

Date: June 11 2024

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