



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): Adoption & Surrogacy Leave Policy
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none">• Proposed new policy/practice• Proposed change to an existing policy/practice• Undertaking a review of an existing policy/practice YES• Other (please state):
C. Person responsible for the policy area or practice: Name: Aileen Thomson Job title: HR Partner – Employee Relations & Employment Policy School/service/unit: Human Resources
D. 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">• 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)? Yes• It is one which interested parties could reasonably expect the University to have carried out an EqIA? Yes
E. 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">• Sex• Sexual orientation• Marriage or civil partnership Add notes against the following applicable statements: <ul style="list-style-type: none">• On any available information about the needs of relevant equality groups:

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed: **There is currently very little data as there have been few cases of adoption leave within the University community. This will improve following updates to the procedure with further reporting improvements being envisioned with the introduction of the new HR system c. 2020.**
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups: **No**
- If the policy/practice contributes to advancing equality of opportunity¹ **Yes, the current and new policy versions include the same entitlement to paid time off for all family structures, e.g. same- sex relationships may utilise the policy to take time off work when they adopt a child or have a baby through a surrogacy arrangement. Either gender may be the “lead adopter” and therefore men and women, regardless of family make up, can benefit from adoption/ surrogacy leave.**
- If there is an opportunity in applying this policy/practice to foster good relations: **Yes, due to its inclusive nature.**
- If the policy/practice create any barriers for any other groups? **No**
- How the communication of the policy/practice is made accessible to all groups, if relevant? **Policy has been communicated to a broad range of stakeholders through presentations, briefs and updates. It will be made available to all staff via the university webpages. We will consider those who do not have access to email and ensure line managers are involved in cascading information. All old versions decommissioned**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **There has been 1 working group discussion about the policy, comprising of HR colleagues, Business Managers and TU representatives. Various other groups/ committees will be consulted during the process and given full opportunity to review and comment on all aspects of the policy, through our usual consultation processes e.g. CJCNC.**
- 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:

As this policy applies to all employees, including GH employees and those with multiple positions, there is no detriment to any group. It recognises the obligations we have to our employees and the support they require in the lead up to, during the leave period and after returning from adopting a child and addresses each of these areas. Enhanced terms are offered, over and above statutory provision. All equality groups were considered when writing/ reviewing the policy and all have been incorporated (none excluded) e.g. same-sex relationships.

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

¹ This question does not apply to the protected characteristic of marriage or civil partnership

Option 1: No change required – the assessment is that the policy/practice is/will be robust.
Yes. Made clear in section E.

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). **No specific actions required. Any minor amendments will be made as required on an ongoing basis. The policy will be reviewed in line with any significant changes to the legal position on adoption/ surrogacy, relevant statutory requirements or any other related matter.**

Monitoring will be carried out by HR by way of manual recording, provision of accurate advice and reporting of any inequalities identified in practice. New HR system being introduced in 2020 will facilitate automated reporting to enhance access to statistics and recording of application of policy.

2. When will the policy/practice next be reviewed? **In the absence of any legal/ statutory changes, the policy will next be reviewed in 2022**

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)): Aileen Thomson, HR Partner, Employee Relations & Employment Policy; Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

Accepted by (name): Linda Criggie, Deputy Director Human Resources

Date: December 2018

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