

Equality Impact Assessment

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

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.

A. Policy/Practice (name or brief description): Conflict of Interest Policy
B. Reason for Equality Impact Assessment (Mark yes against the applicable reason): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Proposed new policy/practice <input checked="" type="checkbox"/> Proposed change to an existing policy/practice <input type="checkbox"/> Undertaking a review of an existing policy/practice Yes <input checked="" type="checkbox"/> Other (please state):
C. Person responsible for the policy area or practice: Name: Katie Pearson Job title: HR Partner, Employee Relations and 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"> <input type="checkbox"/> affects primary or high level functions of the University Yes <input type="checkbox"/> 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 <input type="checkbox"/> It is one which interested parties could reasonably expect the University to have carried out an EqlA? 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"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> race (including ethnicity and nationality) <input type="checkbox"/> religion or belief

- sex
- sexual orientation
- gender reassignment
- pregnancy and maternity
- marriage or civil partnership¹

The Conflict of Interest Policy is being reviewed to ensure it continues to protect the University and its staff. The policy is now written in plain English so it is easier and clear for employees to use. We have not identified any adverse impacts on equality groups in the application of the reviewed policy and procedure.

Add notes against the following applicable statements:

- 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 will be addressed:
- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:
- If the policy/practice contributes to advancing equality of opportunity²
- If there is an opportunity in applying this policy/practice to foster good relations:
- If the policy/practice create any barriers for any other groups?
- How the communication of the policy/practice is made accessible to all groups, if relevant?
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?
- 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:

This reviewed policy contributes to advancing equality of opportunity as it is written in plain English, and is likely to be more accessible for employees to understand and comply with. Previously there was a requirement to disclose a conflict of interest 'in writing', and there was no clear guidance on how to do this. The reviewed policy introduces a form to guide employees on how to structure their disclosures. Consideration was given to whether an online form, submitted through People and Money, would have an adverse impact on employees who do not use computers regularly at work. However, since management would be submitting the form on People and Money, and it is possible to print off the disclosure form if required, it was considered that any adverse impacts would be limited.

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

Overall, we have not identified any negative impacts on equality in the application of the reviewed policy and procedure.

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.

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).

We will monitor the impact of the reviewed policy, and highlight any equality concerns.

We will also monitor any complaints/feedback about the policy and its application. This will include feedback obtained from the trade unions at monthly meetings.

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

1 October 2027 (in line with the three-year policy review cycle).

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:

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Katie Pearson, HR Partner, Employee Relations and Employment Policy**

Accepted by (name): Jo Roger, Director HR Partnering, Professional Services

Date: 13 June 2024

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