



## 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](http://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):

**Policy on Ending Fixed Term Contracts and Restricted Funding Contracts**

**B.** Reason for Equality Impact Assessment (Mark **yes** against the applicable reason):

- Proposed new policy/practice **YES**
- 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: **Iona Emslie**

Job title: **Service Excellence Partner – HR Transformation**

School/service/unit: **HR and Finance Transformation**

**D.** An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:

- 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? **Yes**

**E.** Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age
- Disability
- race (including ethnicity and nationality)
- religion or belief
- sex
- sexual orientation
- gender reassignment

- pregnancy and maternity
- marriage or civil partnership<sup>1</sup>

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 be will be addressed:  
**An annual report on the number and profile of staff placed at risk of redundancy and who left the University by reason of redundancy is currently, and will continue to be, presented to the Combined Joint Consultative and Negotiating Committee (CJCNC).**
- 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 opportunity<sup>2</sup>:  
**Employees you have been placed at risk of redundancy will be supported to identify other suitable opportunities within the University and will be offered career transition support. Additionally, those offered an alternative role will have a 4 week trial period to assess the suitability of the role. Those matched into or offered a suitable alternative role at one grade lower will be entitled to pay protection for 2 years.**
- 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? **There will be a 'soft launch' roll out and communication campaign focusing on ensuring HR community and managers are aware of the new procedures. This will be done through a variety of mechanisms including all staff emails and HR briefing sessions. There will be information on the launch of the policies within the People and Money updates page, available to all employees.**
- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice? **The policy has been developed by a tripartite review group comprising of HR colleagues, business representatives (from college and professional services) and TU representatives. They were consulted during the process and given full opportunity to review and comment on all aspects of the policy, in addition to our usual consultation processes e.g. HRPDG and University Executive.**
- 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:

#### 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

<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.

<sup>2</sup> 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 ending of Fixed Term Contracts, relevant statutory requirements or any other related matter.**

**New HR system being introduced in 2021 will facilitate automated reporting to enhance access to records, 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 2024**

#### **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)): Iona Emslie, Service Excellence Partner Relations & Employment Policy; Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

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

Date: August 2021

Retain a copy of this form for your own records and send a copy to [equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)