



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): **Severe Weather Policy – On rare occasions, severe weather can have an impact on the ability of staff to travel to and from work. The Severe Weather Policy provides guidance and direction to staff and managers when weather impacts on travel and daily working activities.**

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

- Proposed new policy/practice
- Proposed change to an existing policy/practice **yes**
- Undertaking a review of an existing policy/practice **yes**
- Other (please state):

C. Person responsible for the policy area or practice:

Name: **Cat Eastwood**

Job title: **Senior Partner, HR Transformation Programme**

School/service/unit: **Service Excellence Programme**

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)? **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)

- 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:
- Any gaps in evidence/insufficient information to properly assess the policy, and how this be 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 policy applies to all staff at the University, which includes contract and agency workers.

Severe weather can impact on travel arrangements for all staff. However, we recognise that disabled, pregnant or staff with other medical conditions may find travel to work extremely challenging during such periods. The policy addresses this by indicating that managers should be aware and provide extra support/consideration for staff in these categories.

Severe weather can also result in school and nursery closures which may inadvertently affect more women as women are more commonly the primary care giver. The policy mitigates any negative impact on women by providing a variety of options for such situations, including utilising the University's "Emergency Time Off for Dependents Policy".

The Policy Statement also confirms that the health and safety of staff is of key importance to the University and that staff should not place themselves at risk to travel to work. The policy suggests that managers should consider alternative working locations which obviously takes into account accessibility issues for disabled staff.

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

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 any complaints/feedback about this policy and its application, in particularly complaints or feedback from specific equality groups. This will include feedback obtained from the trade unions at monthly meetings.

2. When will the policy/practice next be reviewed?
2022

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)): Cat Eastwood, Senior Partner – Service Excellence Programme
Caroline Wallace, Senior Partner, Equality, Diversity and Inclusion

Accepted by (name): Linda Criggie, Deputy Director of HR

Date: 06/12/2018

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