Appendix - EqIA

THE UNIVERSITY *of* EDINBURGH

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): **Protection of Vulnerable Groups Policy**
B. Reason for Equality Impact Asessment (Mark **yes** against the applicable reason):   • Proposed new policy/practice **No** • 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: Jo Roger Job title: HR Director – HR Partnering, Professional Services School/service/unit: CSG, Human Resources
D. An Impact Assessment should be carried out if any if 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 The Disclosure (Scotland) Act 2020 aims to reform the system of criminal history disclosure in Scotland. This will enhance the protection of vulnerable groups while simplifying the process for individuals and organisations. To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)   • Age

The 2020 Act's provisions for reviewing childhood information aim to prevent discrimination against individuals with historical convictions. Older individuals may face challenges adapting to the digital aspects of the new disclosure process. Disclosure Scotland has accessibility services to support individuals.

- Disability

The digitisation of the Disclosure Scotland checking process aims to improve accessibility for individuals with impairments. Disclosure Scotland has accessibility services to provide support as required.

- race (including ethnicity and nationality)

The Policy does not differentiate based on race including ethnicity or nationality.

- religion or belief

The Policy does not differentiate based on religion or belief, promoting equality.

- Sex

- sexual orientation

The Policy's neutral stance on sex and sexual orientation supports equality.

- gender reassignment

This policy uses gender-inclusive language to ensure that colleagues of all genders, are within the scope of the policy and can access support. The Disclosure Scotland Act 2020 places emphasis on individual control over information which can help protect individuals' privacy. The *policy also covers - Processing and Handling of Disclosure Information in Appendix 2.*

- pregnancy and maternity

- marriage or civil partnership[1]

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: *N/A*

---

[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.

- If the policy/practice contributes to advancing equality of opportunity[2]:

- If there is an opportunity in applying this policy/practice to foster good relations:

This policy applies to all members of the University Community as defined within the policy.

We have not identified any negative impacts on equality in the application of the policy.

- 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?

The policy will be published and available on the A-Z of HR Policies webpage, it may be requested in an alternative format as required from HRHelpline. The policy will also be signposted on other University webpages such as the HR Recruitment and Protection of Vulnerable Groups webpages.

The revised policy and processes will be cascaded centrally to Leaders and All Staff. Staff briefings and awareness sessions will be held.

- How equality groups or communities are involved in the development, review and/or monitoring of the policy or practice?

The revised Policy was agreed at Staff Experience Committee, Policy Consultation Forum with the joint Trade Unions and final approval was given at University Executive.

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. **YES**

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).

   o *A University-wide communication plan will be carried out to ensure that managers understand and can raise awareness and consider the various impacts in their*

---

[2] This question does not apply to the protected characteristic of marriage or civil partnership

> *consideration of recruiting candidates and current individuals into roles which require Disclosure or PVG checks.*
>
> o *We will monitor any feedback about the revised 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?

    o The policy will be subject to the standard 3 year employment policy cycle review – although will be updated to reflect new legislation expected in April 2026 or earlier to take into account changes or new content.

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)): Iona Emslie, HR Partner – Employee Relations & Employment Policy

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

Date: 11 March 2025

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