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): **ADWebTools.is.ed.ac.uk – Web Based Active Directory account management tools.**
B. Reason for Equality Impact Asessment (Mark **yes** against the applicable reason): • **Proposed change to an existing policy/practice**
C. Person responsible for the policy area or practice: Name: **Martin Cassels** Job title: **Senior Computing Officer** School/service/unit: **ITI Enterprise Services (Windows)**
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 **No** • is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance)? **No** • 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[1]

  The ADWebtools are a web based toolset designed to allow helpline staff to view details about and carry out actions on user accounts. The helpline staff deal with calls regarding a wide range of issues including IT, e-learning and the Library. The toolset has account action logs, an integrated administration system for users of the system and options to change default parameters used when Active Directory accounts are created on an organisational unit basis. The toolset does not store any personal information the data available is stored in the University's Active Directory which has limited information regarding the individual who owns the account.
   The tools will be available to select staff and students at the University and have the potential to be relevant to all groups. However, the site will be of particular relevance to the protected characteristics of disability (in that the online system will need to be accessible in terms of meeting current guidelines and compatible with assistive technology) and also Race, as the system will only be offered in English, although English is the main teaching language of the University so we would not envisage this to have a negative impact.

Add notes against the following applicable statements:

- On any available information about the needs of relevant equality groups:

  This project arose due to a continual development and improvement of the systems provided to support staff to administer Active Directory accounts. In this version we have reacted to staff feedback and have provided features designed to enable support staff to carry out actions that previously would have required raising an incident and passing to a second line team for action.

  The system has been tested by the Disability Information Officer for accessibility and compatibility with assistive technology and any major changes will continue to be reviewed and assessed.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:
  At this stage we feel we have sufficient information to proceed.

- If application of this policy/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:

  We do not envisage that this new system will result in any form of prohibited conduct. Where disabled staff or students are unable to use the system and were we are unable to rectify this, reasonable adjustments (i.e. assistance to access system) will be built in to ensure there is no disadvantage.

- If the policy/practice contributes to advancing equality of opportunity[2]
  We do not see the new system affecting equality of opportunity in either a positive or negative fashion.

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

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[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

The new system should create no disadvantage and by demonstrating the commitment Information Services and the University has to Equality and Diversity issues we will be able to foster good relations.

- If the policy/practice create any barriers for any other groups?

  We anticipate no other impact as the University offers free 24 hour access to computing facilities for all staff and students so that any individuals on low incomes who may not have access to their own personal IT facilities will not be disadvantaged.

- How the communication of the policy/practice is made accessible to all groups, if relevant?

  The policy will be available on the University Web Site which is regularly tested for accessibility and which is required to meet the University Web Accessibility Policy which is based on the Web Content Accessibility Guidelines Version 2 AA standard. In addition, all communication about the system will be available in alternative formats upon request.

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

  The Information Services Disability Information Officer will continue to review the accessibility of the system for disabled users whenever there is any major change. In addition, all feedback will be monitored for any positive or negative impact on any of the 9 protected characteristics and acted on accordingly.

- 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:

  Nothing further to what is mentioned above at this stage.

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.

No change required – the assessment is that the policy/practice is/will be robust. There is no evidence of potentially unlawful discrimination and all reasonable opportunities to advance equality and foster good relations have been taken, subject to continuing monitoring and review.

For the reasons stated above.

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).

All feedback will be monitored for any potential positive or negative impacts on any of the 9 protected characteristics

Staff will be reminded about the need to make reasonable adjustments and about the need to provide documents in alternative formats upon request.

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

    Anytime the system goes through a major upgrade or when we receive any positive or negative feedback related to any of the 9 protected characteristics.

H. Publication of EqIA

Can this EqIA be published in full, now? **Yes**

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): **Martin Cassels, Senior Computing Officer.**

Accepted by (name): **Graeme Wood, ITI Enterprise Services Section Manger.**

Date: **9ᵗʰ May 2017**

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