



Equality Impact Assessment Template

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):

For building users accessing Libraries when they have forgotten their user card

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

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

C. Person responsible for the policy area or practice:

Name: **Craig Robertson**

Job title: **Facilities Operations Manager**

School/service/unit: **ISG | Corporate | Facilities**

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 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)

- ☒ 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 relates to the trial introduction of a 'sign-in form' for users to gain access to Libraries when they have forgotten their pass.

Currently, users who have forgotten their pass to the University Libraries, are allowed access beyond the secure perimeter. They are directed to EdHelp, who produce a 'Day Pass' which allows the user access and egress for that 1 specific day.

Non-users are using this process to gain access to the Libraries, reducing the effectiveness of the secure perimeter. Numbers forgetting their pass has become endemic, and almost unmanageable in terms of the numbers. Some days this can be in the hundreds of users requesting access.

The introduction of this form is for multiple reasons:

- 1. To act as a deterrent for non-users abusing the existing 'Day Pass' system**
- 2. To encourage users to remember their passes**
- 3. To capture information for the application of the 'Day Pass' outside the secure perimeter of the building.**

As a written form, it is possible that persons with vision impairment, coordination issues, neurodiversity or other issues may struggle to complete a written form. In this case, a member of the Facilities team, based at the front desk can assist in either completing the form.

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 form has been simply laid out, using plain language, a sans-serif font in a reasonable size. Checked using a member of staff with dyslexia (issues around reading).

For users who cannot afford to replace their user card, a 1-week amnesty has been proposed for 1 free replacement card per user, per year. This has not yet been approved by ISG SLT.

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).

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

This change in Policy is a short-term trial, to check effectiveness. It starts on Monday 3rd March 2025 and will be reviewed in 1 months' time (2nd April 2025).

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)):

Craig Robertson (Facilities Operations Manager)

Accepted by (name): **Craig Robertson (Facilities Operations Manager)**

[This will normally be the person responsible for the policy/practice named above. If not, specify job-title/role.]

Date:3/3/2025

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