



Equality Impact Assessment Guidance and Template

This form is intended to help you decide whether an Equality Impact Assessment (EqIA) is needed and, if it is, to carry out the assessment of impact.

Before carrying out EqIA, you should familiarise yourself with the University's EqIA Policy Statement 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 is part of the University's general equality duty under the Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The Equality Act 2010 specifies the following 'protected characteristics': age, disability, race (including ethnicity and nationality), religion or belief, sex, sexual orientation, gender reassignment, pregnancy and maternity, and marriage or civil partnership. This form uses 'equality group' to mean persons who share a relevant protected characteristic.

The University has a general equality duty to have due regard to the **needs** to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations between people who share a relevant protected characteristic and people who do not share it.

Under the Scottish Regulations, the University has a specific duty – subject to relevance and proportionality - to assess the impact of applying proposed new or revised policies and practices against the needs above. 'Policy and practice' should be interpreted widely to include the full range of the University's policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services – essentially everything we do.

This form is a tool to help with screening and EqIA and is designed to lead you through the process through asking pertinent questions and giving examples. However, the law does not dictate a particular form for EqIA. The requirement is to actively consider how a policy or practice will meet the general equality duty, and take any necessary action. Wherever practicable, EqIA should be built into standard processes and tailored to the nature of the policies or practices involved.

It is, however, necessary to publish EqIA where the policy or practice is applied, so all EqIAs – in whatever format - should be sent to equalitydiversity@ed.ac.uk for publication.

The form includes: some details about the policy/practice; a screening analysis to indicate whether full EqIA is required; and then a number of questions to enable full EqIA.

Answers should be recorded after the questions and the form can be expanded and supplemented as required. Answers may be as long or short as is necessary and relevant, bearing in mind that the effort involved in EqIA should be proportionate to the relevance of the policy or practice to equality.

Once completed, this form will be the record of the screening and, where applicable, the EqIA of the policy or practice. All full EqIAs are published.

<p>A. Policy or Practice (name or brief description):</p> <p>St Cecilia's Hall Redevelopment Project</p>
<p>B. Reason for screening (delete as applicable):</p> <ul style="list-style-type: none">• Other (please state): Building Project
<p>C. Person responsible for the policy area or practice:</p> <p>Name: Jeremy Upton</p> <p>Job title: Director of Library & University Collections</p> <p>School/service/unit: Library & University Collections (Information Services)</p>
<p>D. Screening Analysis</p> <ol style="list-style-type: none">1. Does the policy or practice affect primary or high level functions of the University? Yes2. Is the policy or practice relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' set out in the introduction above)? Yes3. Is the policy or practice one on which interested parties could reasonably expect the University to have carried out an EqIA? Yes <p>If the answer to any of these questions is 'Yes', an EqIA should be carried out on the proposed/revised policy or practice at an early stage and in any event before it is finalised.</p>
<p>E. Screening outcome</p> <p>Equality Impact Assessment required: Yes</p> <p>The EqIA was conducted at the start of the St Cecilia's Hall Project and will be updated as the Project progresses. The reopening of St Cecilia's Hall has been delayed and the EqIA will next be updated in March 2017 or before if there are any issues relating to Equality and Diversity that arise.</p>
<p>F. Sign-off</p> <p>Screening undertaken by: Jacky MacBeath, Head of Museums</p> <p>Accepted by (name): Jeremy Upton</p> <p>Date: 4th May 2015</p>

If EqIA is not being carried out, delete the remainder of this form and send the completed form to equalitydiversity@ed.ac.uk.

G. Equality Impact Assessment

Before assessing the policy/practice, ensure that you have a clear understanding of the purpose of the policy or practice, the context, the intended beneficiaries and the results aimed for.

In answering the questions below:

- Bear in mind that the extent of EqIA should be proportionate to the relevance of the policy/practice to equality. It may not be practicable or necessary to answer every question or address every potential scenario.
- Focus mainly on aspects of the policy/practice that are most relevant to the question, to ensure most attention is given to the most important areas.
- Relate answers to consideration of the available evidence and address any gaps or disparities revealed, where feasible without disproportionate effort. For new policies, assess potential impact.
- Describe any action identified to address any issues highlighted.
- Where there is potential for adverse impact, but the policy/practice will still be applied, indicate the rationale for that decision.

Initial/partial EqIA: in some circumstances - particularly for new policies/practices – there may be limited information on which to base EqIA. In these cases, the EqIA should be carried out to the extent possible and should identify arrangements for monitoring/investigation of equality impact and for fuller EqIA in future.

Wholly positive impact: Some policies/practices may be viewed as having only positive equality impact. For these, consideration should still be given to ensure that no adverse impact is overlooked and to ensure that full advantage is taken of the positive impact, e.g. through effective communication. However, the effort involved in carrying out EqIA should not be excessive.

1. Overview. Indicate the current status of the policy/practice or the stage of development/review. Also note any general comments here regarding the relevance and significance of the policy/practice to equality. Which aspects of the policy/practice are particularly relevant (which should be the main focus for EqIA)? On what aspects of equality does the policy/practice particularly impact?

The Project

St Cecilia's Hall (SCH) Redevelopment Project is the University of Edinburgh's £6.5 million plan to restore, renovate and make accessible Scotland's oldest concert hall and its world class collection of historic musical instruments. The aim is to be 'the' centre of excellence for Research, teaching and performance in musical instruments, attracting postgraduate and Phd students from across the globe.

Historical Context

St Cecilia's Hall is Scotland's oldest purpose designed Concert Hall. The building was category A listed by Historic Scotland in 1970. It is located in the Old Town Conservation Area which was also designated by UNESCO in 1995 as a place of 'outstanding universal value'.

Since its original construction SCH has undergone many changes, and immediate context altered drastically with the construction of South Bridge in 1763, and the subsequent addition of the abutting nine-storey tenement block. In recent years a six storey residential block has been constructed immediately to the east and the building is abutted to the north by another tall tenement. The result is that SCH has lost much of its streetscape identity and prominence.

St Cecilia's Hall is home to the UoE's world-class collection of historic musical instruments. The University is a leader in musical instrument research and owns one of the most important historic musical instrument collections anywhere in the world.

Issues

The 18th century St. Cecilia's Hall is a listed building within a UNESCO site, a location presents problems with noise, access and lack of street presence. The current entrance to the building is via a narrow lane off the Cowgate in the centre of Edinburgh's Old Town, barely visible from the main street and with no indication that this is a public space that houses such a prestigious collection of musical instruments.

A key challenge of this project is therefore to improve both access and visibility. Access also needs to be improved in terms opening hours as, at present, the building is only open to the public for concerts or during defined limited periods, generally only two half days per week. This is largely because the same staff team is currently spread between two locations, The Reid Concert Hall and Museum and St Cecilia's, meaning that at no time are the two museums simultaneously open to the public. Even with an increased staff team, bringing the collections of the Reid and St. Cecilia's museums under one roof is therefore another core aim of this project. The current situation, with the instruments split between two museums, with a difficult ten minute walk between buildings makes it impossible to tell the story of the collection as a whole. Moreover, both museums are in a need of a major overhaul, as there is currently a lack of designated display space, especially in the Reid, and each suffers from a neglected exterior and interior, with outdated facilities and décor.

At present the museums suffer from basic interpretation and this is in urgent need of improvement. Another aim of the project is to deliver layered, responsive and multiple media interpretation, creating an emotive and easily navigable path through the circulation spaces and galleries, in order to achieve maximum visitor understanding, enjoyment and reward.

The collection in the Reid Museum is housed in Victorian galleries with overcrowded cases, with no room for modernisation, expansion or group activities. There are also security and conservation issues, as the glass used in the Victorian cases is not compliant with current standards and not all the galleries have built-in environmental control. Space limitations also mean that both buildings provide a poor standard of accommodation for staff.

Current status of Redevelopment Project

The Redevelopment Project has concluded technical design and been granted planning permission by the City of Edinburgh.

The key SCH Redevelopment Project objectives are to:

- restore the original historic frontage of the building and create a new signature entrance facing the Royal Mile
- expand gallery spaces to enable a complete redisplay and reinterpretation of the Collection and collections activity
- improve the Concert Hall and audience experience through the introduction of bespoke tiered seating and staging platforms, reminiscent of the 1763 original, while modernising its services
- create a holistic approach linking the two defining features of St Cecilia's Hall, the concert hall and the museum, creating a consolidated visitor experience
- diversify and expand our audience
- upgrade of the building infrastructure to provide improved access for all and the best possible care for the instruments, thus ensuring their long-term preservation
- ultimately, enable us to offer increased performances, longer opening hours to the museum

and provide new ways to experience its world class collection of instruments

The Project objectives are supported by an Activity Strategy and Plan.

The Activity Strategy and Plan, developed in response to consultation feedback, is defined through four key objectives:

- Promote awareness of the museum experience and concert programmes
- Enhance the visitor experience
- Enhance the concert-goer and giver experience
- Broaden the user market and engage with new and more diverse audiences
- Deepen the user market and enhance engagement with existing audiences
- Promote the University

The main focus of this Project for EQIA is on disability, age, race and pregnancy and maternity. The physical improvements to the building, the information supplied and the additional services have the greatest implication for these protected groups.

Currently the building is accessed by stairs and temporary ramps. The building is to be altered to make it more accessible through the creation of a new pavement-level entrance on the Niddry Street side of the building. Internal ramps will facilitate movement on the ground floor. An accessible toilet and baby-changing facilities will be provided. The current lift will be replaced with a Fire Evacuation Lift. It is intended that these alternations and additions have a positive impact on all visitors but especially for those in the protected characteristics groups disability, age and pregnancy and maternity.

The Concert Hall will feature a range of flexible seating types including fixed and moveable and spaces for visitors with wheelchairs and pushchairs. An induction loop will be installed in the Concert Hall. The Museum visit will feature a combination of in-gallery labelling, sensory exhibits, audio-visual technology, sound and interaction with trained staff. There are potential positive implications for users from the disability group, for visitors with hearing or sight impairments, users of different ages and different races and religions.

The Project is both building and programme based, through an Activity Plan. Both are designed to have a positive effect on equality and diversity by offering increased opening hours, which will include evenings and Saturdays, much improved building and facilities accessibility (on-street access, ramped interiors, accessible toilets, induction loop) and information provided in a variety of formats and methods. The Project supports a member of staff dedicated to audience development and consultation with visitors and non-visitors, which includes disability groups.

2. To which equality groups is the policy/practice relevant? Policies/practices applying to substantial groups of students or staff will be relevant to all equality groups, which should be noted. However, also indicate any equality groups for which the policy/practice is particularly relevant, and why.

The protected characteristics under the Equality Act are (delete any that are not relevant):

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

- pregnancy and maternity
- marriage or civil partnership¹

In answering the questions below consider each of these equality groups. As part of this, consider diversity within, as well as between groups (e.g. different disabilities, different racial groups). Consider the implications of combinations of protected characteristics e.g. issues of relevance to women may vary once race, religion and age are taken into consideration. Also consider the impact on those with caring/family responsibilities (which tends to impact more on women).

This is a major redevelopment and will therefore potentially impact on all the protected characteristics. The Project is particularly relevant to disabled users and older users in terms of accessibility. The Project makes specific provision for disabled users such as improved sensory experience including exhibits which can be touched or heard. There is the possibility that the Project has implications for visitors and users with visual impairments or learning disabilities as there are programmes in place specifically designed in partnership with representatives from disability groups. There may also be an implication for users with physical disabilities in that printed material will also be provided in an electronic format as well as printed in large print. There are potentially positive implications for pregnancy and maternity because of the addition of ramps, new lift and pavement-level main entrance, and the addition of baby-changing facilities.

There is potential impact on staff as working patterns will change. The new Museum will be open in the evenings and on Saturdays and this may have an impact on those with caring responsibilities. There may be a positive impact on race as being open on different days than currently will potentially make it more accessible to those with specific religious practices that must be conducted at specific times. It is an aspiration of the Activity Plan to attract visitors from ethnic backgrounds and of all ages.

There is a further impact on race as signage and museum information will be in English, however guided tours will be available in international languages and there is the potential for online information to be in different languages.

Access to the museum will be free and visitors will be able to 'walk-in' during a range of opening hours (including evenings and Saturdays) without the need to make a booking nor meet any entry requirements/sign in.

There is no impact anticipated on sex, sexual orientation, gender reassignment or marriage or civil partnership.

3. What evidence is available about the needs of relevant equality groups? E.g. information/feedback from equality groups or other stakeholders, involvement or research with equality groups or individuals, equality monitoring data, service monitoring data, information for other similar policies/practices, staff surveys, research reports, demographic information, audit, inspection or management reports and recommendations.

Evidence about the needs of the relevant equality groups is gathered from experience of museum staff in existing museums and collections services, from the involvement of Viki Galt (Disability Information Officer, Information Services) and consultation with user groups. Further consultation

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.

with Student Disability Services, the Chaplaincy and the International Office will be undertaken as the Project develops.

SCH Redevelopment Project has benefited from, and been shaped by, consultation with both users and non-users; internally to the University and externally; and in both targeted and 'open' community sessions. Consultation has been undertaken by Musical Instrument Museums Edinburgh staff, the SCH Project Design Team and by Jura Consultants (employed by the University of Edinburgh to develop a consultation programme and provide a report).

External groups/individuals consulted that have relevance in terms of equality and diversity include: Police Scotland Architectural Liaison Officers and Edinburgh World Heritage Trust – potential impact on disability group, age group and pregnancy and maternity group.

Artlink (mental health charity) – potential impact on disability group.

Canongate Youth Music Café (local community charity) – potential impact on age group.

Friends of St Cecilia's Hall and Museum – potential impact on age group.

User surveys highlighted the lack of information on the museum collection and building. Provision of this material online may provide advantageous to the pregnancy and maternity equality group and disability groups.

The Project will improve physical presence and access to the building, improve green room facilities for performers. The fire evacuation lift is to all floors. This is intended to benefit all users, with a particular benefit to disabled users or those in the pregnancy and maternity and age groups. The Concert Hall will feature a range of flexible seating types including fixed and moveable and spaces for visitors with wheelchairs and pushchairs. An induction loop will be installed in the Concert Hall.

The Museum visit will feature a combination of in-gallery labelling, sensory exhibits, audio-visual technology, sound and interaction with trained staff. There are potential positive implications for users from the disability group, for visitors with hearing or sight impairments, users of different ages and different races and religions.

An Access Audit was commissioned by Page \ Park Architects in April 2014.

A Fire Strategy Report was prepared following University of Edinburgh consultations, with input from Harley Haddow and Atelier Ten describing the implications of upgrading lift to evacuation lift. Fire Strategy developed atelier ten, University of Edinburgh Fire Officer, Page\Park Architects, Estates & Buildings. Consequently the plan for the new lift has been upgraded to Evacuation Lift.

Where are the gaps in evidence? If there is insufficient information to properly assess the policy, how will this be addressed? If information cannot be gathered now, consider building monitoring into the plans for implementation/review of the policy/practice. Note: the resources put into collecting evidence should be proportionate to the relevance of the policy/practice to equality.

At present we do not feel anything is missing however we will continue to conduct consultation with equality and diversity groups regularly throughout the Project.

4. Might the application of this policy/practice lead to discrimination, harassment or victimisation? Might it result in less favourable treatment for particular equality groups or give rise to indirect discrimination?

No users should experience discrimination, harassment or victimisation as a result of this Project. We

recognise that in this restricted Old Town location, and there is no dedicated parking for disabled visitors on site, however negotiations with the City of Edinburgh Council are ongoing as to the provision of on-street parking in Niddry Street and a drop-off area.

An outreach programme is in place for those unable to come to the Museum.

5. Are reasonable adjustments built in where they may be needed?

The reasonable adjustments include physical improvements, provision of information in different format, auxiliary aids and induction loop, all underpinned by training, policy and guidelines. All communication about the Project and the subsequent service will be accessible in different formats and in different ways. Staff will be in place as needed. Reasonable adjustments will be made for disabled staff.

6. Does the policy/practice contribute to advancing equality of opportunity²? Will it help to:

- remove or minimise disadvantage

Yes – longer opening hours, opening in the evening and opening on a Saturday may make it easier for the pregnancy and maternity group and for those with caring/family responsibilities. This may also have a positive impact religion as

- meet the needs of different equality groups

Yes – disability equality group may find it easier to find out about our Collection and services through the different ranges of delivery methods including online and in large format.

- encourage increased participation of particular groups

Yes – our programme with mental health charity is designed to encourage increased participation by the disability equality group around positive mental health.

- take account of disabled people's impairments?

Yes – disabled users may find it easier to use the building due to pavement-level access, ramps, Concert Hall induction loop, lift to all floors.

7. Is there an opportunity in applying this policy/practice to foster good relations between people in any protected group and those who are not³? Will it help to tackle prejudice and/or promote understanding?

In investing in and making reasonable adjustments for disability, race and age in particular, it is intended that this Project will foster good relations with people in these protected groups. Accessibility is a key driver for this Project and it is hoped that due to ease of access and information available in a wider range of formats, we will have an improved relationship with disabled users.

As detailed in the Activity Plan, new strands of community engagement with specially targeted programmes developed in partnership with local groups which promote inclusion and mental wellbeing.

8. Is there evidence (or an expectation) that people from different equality groups have different needs or experiences in relation to the policy/practice? If so, what are they?

Yes – this is outlined above in terms of the disability, race, pregnancy and maternity equality groups.

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

³ This question does not apply to the protected characteristic of marriage or civil partnership.

9. Is there evidence (or an expectation) of higher or lower uptake by any equality group(s)? If so, give details of the differences and the reasons for these (if known)?

The Project is designed to increase accessibility to both the building and the Collection. Through a targeted Activity Plan, there is an expectation that there will be an increase in participation with the museum and Collection from all equality and diversity groups.

There is every expectation that the building and programmes will be used by everyone. The improvements already detailed – in terms of language, signage, information, opening hours, free entry, pavement-level access, ramps, fire evacuation lift, induction loop, targeted activities – it is expected that there will be a higher uptake by disabled visitors, by visitors both older and younger than our current audience, and from different ethnic groups.

10. Is any equality group excluded from participating in or accessing the service or functions? If so, why?

No equality groups are excluded.

11. Does the policy/practice create any barriers for any other groups? For example, because of the time when the service is delivered or because of restricted income? Is the communication of the policy/practice accessible to all groups?

No user should experience a barrier to using St Cecilia's Hall.

Entrance to the Museum will be free. The vast majority of the programmes will also be free. While a fee will be charged for some concerts, there will be free demonstrations and other musical events provided. Concerts and events will be held during the day as well as in the evening. The Museum will be open during the day, on Saturdays and advertised evenings.

A pricing policy for charged events (to include reductions for specific groups/individuals) will be developed ahead of public opening in the autumn 2016. Direct and indirect marketing for the newly redeveloped SCH will communicate all aspects of our activity including museum opening hours, making bookings, events, tailored tours etc. Marketing will include information on our increased accessibility. All information will be available in alternative formats upon request.

An outreach programme is in place for those unable to come to the Museum.

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

Continued consultation will be undertaken with all stakeholders to inform the project and design development and to ensure accessibility requirements are met. Internally the Disability Advisor for Information Services has reviewed the Project Equality Impact Assessment. Any revisions to the Project will follow this screening exercise. Any comments or queries received about the Project will be checked for any possible equality implications and the Project adjusted accordingly. This monitoring will continue when the building opens and feedback will be analysed for any issues relating to Equality and Diversity.

13. Are there any other points to note regarding the potential or actual impact of applying the policy or practice, with regard to the need to eliminate discrimination, advance equality and promote good relations? If so, note these here.

Communication about the Project to key groups and users will be available in alternative formats.

H. Equality Impact Assessment Outcome

There is a legal obligation to take account of the results of the EqIA in the development of a

new or revised policy or practice. This requires considering taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. Clearly any unlawful discrimination must be eliminated.

Having considered the answers in section G, select one of the four options below to indicate how the development/review of the policy/practice will be progressed. Delete the options that do not apply.

Option 1: 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.

State the reasons for this conclusion and the evidence used, if not already included in section G.

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. This may involve removing or changing the aspect of the policy/practice that creates any negative or unwanted impact. It may also involve introducing additional measures to reduce or mitigate any potential negative impact.

State the steps to be taken to adjust the policy or where these are specified in section G.

Option 3: Continue the policy or practice – this means adopting/continuing with the policy or practice despite the potential for adverse impact.

Set out the rationale for this decision, including how the decision is compatible with our legal obligations, or indicate where this is specified in section G. Where there is discrimination, but it is considered not to be unlawful – the objective justification must be recorded.

Option 4: Stop the policy or practice – if there would otherwise be unlawful discrimination or adverse effects that are not justified and cannot be prevented/mitigated.

State the reason for this decision, if not already clear from section G.

Option 3: A process of monitoring and review will continue as the Project develops. The Project will be re-screened and an EqIA will be conducted every time an adjustment to the Project is required. Any queries raised relating to the Project which highlight equality issues will result in a new EqIA being undertaken.

I Action and Monitoring

1. Specify the actions required to implement the findings of this EqIA.

Relevant staff involved in the alternative format production of materials for visitors will be advised that this policy is in place and will be updated, and the need to provide information in alternative formats is ongoing.

2. State how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above).

Ongoing user/partner feedback on the Project and the Activity Plan programme will continue through

design and build process. The Project will be re-screened and an EqIA will be conducted every time an adjustment to the Project is required. Any queries raised relating to the Project which highlight equality issues will result in a new EqIA being undertaken.

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

Regular evaluation and consultation is built into the Project Programme. The reopening of St Cecilia's Hall has been delayed and the EqIA will next be updated in March 2017 or before if there are any issues relating to Equality and Diversity that arise.

J. Publication of EqIA

EqIAs are published on the Equality and Diversity website.

There is a statutory requirement to publish EqIAs within a reasonable period. However, in some circumstances there may be valid reasons to limit what is published or to delay publication.

Can this EqIA be published in full, now? Yes

J. Sign-off

EqIA undertaken by : Jacky MacBeath, Head of Museums

Accepted by : Jeremy Upton, Director of Library & University Collections

Date: October 2016

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