



## Equality Impact Assessment- Redwood Phase 1

A. Key Information	
<b>Policy/practice name:</b>	People and Money Service
<b>General background/aims of policy/practice:</b>	This EqlA is to document the People and Money service upgrade to Redwood. The purpose of the upgrade is to ensure that the University's Oracle Fusion implementation remains fully supported and that users are equipped to adopt changes in user experience introduced by this change.
<b>School/Dept:</b>	Information Services Group
<b>Assessed by:</b> (name & job title)	Michael Parry – SCS Project Manager
<b>Sign off by:</b> (name & job title)	Martyn Peggie - Head of P&M Service
<b>Sign off date:</b>	
<b>Review date:</b>	21/05/2025

B. Reason for EqlA	(check one)
<b>New policy/ practice is proposed</b>	<input type="checkbox"/>
<b>Change to existing policy/practice is proposed</b>	<input type="checkbox"/>
<b>Other</b> (describe in Section D below)	<input checked="" type="checkbox"/>

### C. Who will most impacted by this proposal?

Consider carefully how your proposal will impact both positively and negatively on people from different groups.

Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal.

<b>Age</b>	<input type="checkbox"/>	<b>Race (including ethnicity and nationality)</b>	<input type="checkbox"/>	<b>Marriage and civil partnership<sup>1</sup></b>	<input type="checkbox"/>
<b>Disability</b>	<input type="checkbox"/>	<b>Religion or belief (including no religion or belief)</b>	<input type="checkbox"/>	<b>Sex</b>	<input type="checkbox"/>
<b>Gender reassignment</b>	<input type="checkbox"/>	<b>Pregnancy and maternity</b>	<input type="checkbox"/>	<b>Sexual orientation</b>	<input type="checkbox"/>
<b>Other characteristics</b>	<input checked="" type="checkbox"/>				

#### **D. Consideration of Impact**

Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:

- What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact?
- Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts?
- Does this policy/practice contribute to advancing equality of opportunity and fostering good relations?
- How can communication of the policy/practice be made accessible to all relevant groups?

The Purpose of the Redwood Phase 1 project is to

- Implement Redwood Screen Designs
- Support Users in adopting Redwood Screen Designs
- Transition Redwood screen into Business-as-Usual Support
- Address known accessibility issues

The user groups impacted by each change delivered by Redwood Phase 1 will be advised via our change management strategy to ensure they are informed of what the change is, impact to them if any and when the change is effective from.

The Redwood phase 1 change does not introduce discrimination to any of the userbase and is looking to improve the interaction and experience with P&M for those users with additional accessibility needs.

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<sup>1</sup> Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

Our communication approach to all impacted groups will be a combination of cascade via email and other forms of digital collateral such as newsletters and bulletins as well as drop-in sessions for users to ask questions to our SME community.

<b>E. Equality Impact Assessment Outcome</b> 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.	(check one)
<b>Outcome 1:</b> No change required – the assessment is that the policy/practice is/will be robust.	<input checked="" type="checkbox"/>
<b>Outcome 2:</b> Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	<input type="checkbox"/>
<b>Outcome 3:</b> Continue the policy or practice despite the potential for adverse impact, and which can be justified.	<input type="checkbox"/>
<b>Outcome 4:</b> Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified.	<input type="checkbox"/>

<b>F. Action and Monitoring</b> Describe any actions you will take to address the findings of this EqIA. <ul style="list-style-type: none"> <li>• How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice?</li> </ul> Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above.
The rollout of the Redwood Phase 1 changes will continue to host monthly drop-in sessions and collate feedback from sources such as the HR Helpline to constantly collate and review feedback. This feedback may be resolved by Redwood Phase 1 itself or be passed to closely linked project such as HR Improvement to address feedback where required.

<b>G. Publish</b>
Send your completed EqIA to the HR EDI team ( <a href="mailto:equalitydiversity@ed.ac.uk">equalitydiversity@ed.ac.uk</a> ) to published, and keep a copy for your own records.