



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): Service Excellent Programme (Student Recruitment & Admissions) Future State Project

As part of the Service Excellence Programme for Student Recruitment and Admissions, the team will be looking at the roles and responsibilities of people working in Student Recruitment & Admissions, and will be looking to establish improved ways of working that offers employees in this department clear lines of responsibility, and an improved, streamlined work environment.

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

- Proposed new policy/practice **Yes**
- 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: Emma Rowson

Job title: Business Lead & Programme Manager – SEP SRA

School/service/unit: Service Excellence Programme

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)?
- It is one which interested parties could reasonably expect the University to have carried out an EqIA?

E. Equality Groups

To which equality groups is the policy/practice relevant and why? (add notes against the following applicable equality group/s)

- Age – no

- Disability – no
- race (including ethnicity and nationality) - no
- religion or belief - no
- sex - no
- sexual orientation - no
- gender reassignment - no
- pregnancy and maternity - no
- marriage or civil partnership¹ - no

Add notes against the following applicable statements:

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

The project should be mindful of the needs of any relevant groups by assessing their current workloads, talents, and capabilities.

- Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:

If there were any necessary adjustments needed to enable someone to change roles, these would be built into the project.

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

This project will stringently follow the University's Equality rules.

- If the policy/practice contributes to advancing equality of opportunity²

This policy should result in more streamlined roles with clear lines of responsibility that should be open for anyone to apply to.

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

This project should take into account the lived experience of all workers in the department. Workers will be consulted on every stage of the process and the clear career paths that should develop should help foster good relations.

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

This project will not be creating barriers for anyone in employment.

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

Communication through the Student Recruitment & Admissions Service Excellence Programme channels will ensure everyone is kept up to date with any changes.

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

All stakeholders will be involved in the detailed design stage of the project.

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

- 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:

All colleagues will be assisted by change managers to transition into their new responsibilities and any individual issues will be handled sensitively and on a case by case basis.

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.

Implementation of the project will conform to the University's existing robust policies and ensure that equality of opportunity is paramount.

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).

An assessment of the Future State of Student Recruitment & Admissions is by its nature concerned with people, skills, and processes. We will ensure that not only do we conform to University standards on Equality & Discrimination, but that our approach is bottom-up, taking into account the individual needs of those affected.

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

During the implementation phase of the Future State project, when the roles and processes have been identified, 6 months after implementation, and then annually going forward.

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 Robbie Fergusson, Senior Business Analyst:

Accepted by (name):

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

Date:

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