



THE UNIVERSITY *of* EDINBURGH

# Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact [HRHelpline@ed.ac.uk](mailto:HRHelpline@ed.ac.uk).

You'll find it useful, before filling in this assessment template, to complete the online course:

[Introducing Equality Impact Assessment](#)

This template is designed to be used alongside the:

EqIA [Guidance and Checklist](#)

EqIA [Policy Statement](#)

EqIA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as 'policy/practice' hereinafter.

A. Key Information	
<b>Policy/practice name:</b>	EDI and WP form for CDT MLSystems applicants
<b>General background/aims of policy/practice:</b>	<p>This form is to collect EDI data from CDT applicants so that it can be reported to EPSRC annually and to collect Widening Participation data from applicants who would like to disclose belonging to one of our under-represented groups. This will allow the CDT to monitor the EDI and WP data throughout the recruitment stages, know its applicant and support applicants to promote more diversity in the recruitment pool and recruited students. We hope this will also encourage more applicants from under-represented groups.</p> <p>Link to the form: <a href="https://forms.office.com/e/1kuD97teMq">https://forms.office.com/e/1kuD97teMq</a></p>
<b>School/Dept:</b>	School of Informatics
<b>Assessed by:</b> (name & job title)	Stephanie Robin, CDT Manager
<b>Sign off by:</b> (name & job title)	Sophie Ramette, IGS Manager
<b>Sign off date:</b>	29 October 2024
<b>Review date:</b>	September 2027

<b>B. Reason for EqIA</b>	(check one)
<b>New policy/ practice is proposed</b>	<input checked="" type="checkbox"/>
<b>Change to existing policy/practice is proposed</b>	<input type="checkbox"/>
<b>Other</b> (describe in Section D below)	<input 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 checked="" type="checkbox"/>	<b>Race (including ethnicity and nationality)</b>	<input checked="" type="checkbox"/>	<b>Marriage and civil partnership<sup>1</sup></b>	<input type="checkbox"/>
<b>Disability</b>	<input checked="" type="checkbox"/>	<b>Religion or belief (including no religion or belief)</b>	<input type="checkbox"/>	<b>Sex</b>	<input checked="" type="checkbox"/>
<b>Gender reassignment</b>	<input checked="" type="checkbox"/>	<b>Pregnancy and maternity</b>	<input checked="" type="checkbox"/>	<b>Sexual orientation</b>	<input checked="" 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?

<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.

- How can communication of the policy/practice be made accessible to all relevant groups?

This form requests applicants to disclose personal data in each of the following categories: gender, age, ethnicity, disability and sexual orientation. The second part of the form also asks for data about belonging to one of the CDT's under-represented groups amongst: declared disability (including hidden disability); ethnic minority (in your home country); first generation to attend University; caring responsibilities; received/qualified for additional financial aid during your studies (in your country of residence at the time) and other (care-experienced, refugee or asylum seeker status, estranged students etc.). Therefore, this form will impact people with protected characteristics and those who belong to one of the CDT's under-represented groups since they will have to select the data they want to input (or not to input any data and leave the form blank). Applicants are required to submit the form together with their PhD application but are not obliged to complete it. They can submit a blank form.

This form has been set up to encourage applicants from under-represented backgrounds to apply to the programme and disclose EDI and WP data in order for the CDT to monitor such data throughout the CDT recruitment process. The CDT team can recommend applicants to supervisors/selectors based on this data to improve students diversity on the CDT. It is a way of identifying applicants who might need extra support to increase representation of under-represented groups on the CDT. This information is not passed on supervisors or selectors and is only seen by the CDT admission team to avoid bias and discrimination and difference of treatment in the selection process.

We believe that this practice will contribute to advancing equality of opportunity and fostering trust from a wider range of applicants.

The form is part of the essential documents that applicants have to submit with their application. There is guidance for applicants on the CDT website which explains what the form is, with a link to it. This is an online MS form. MS forms have the immersive reader function with an audio option to make the form more accessible to people with visual impairment or learning difficulties.

<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"/>

## **F. Action and Monitoring**

Describe any actions you will take to address the findings of this EqIA.

- How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice?

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.

This form will be reviewed on an annual basis by the CDT team and changes might be needed to the WP categories if more or different under-represented groups within the CDT's target are identified.

EDI categories might also needed changed if the UKRI requires any changes in the reported data (the current EDI categories match the current UKRI's requirements).

## **G. Publish**

Send your completed EqIA to the HR EDI team ([equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)) to published, and keep a copy for your own records.