



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): Sport & Exercise Complimentary Membership Policy - [Complimentary Membership Policy Oct 2021.pdf](#)

University Sport & Exercise has an active and regulated policy around the issue of complimentary memberships and staff access cards. The scope of this offer is summarised here.

- a) To encourage active lifestyles amongst Sport & Exercise staff and associated partners;
- b) To promote ease of access to the Pleasance building and to protect reception staff from unnecessary interruption;
- c) To serve as a means of thanks and gratitude to recipients for the work they do supporting in University Sport & Exercise.

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 YES**
- Other (please state):

C. Person responsible for the policy area or practice:

Name: Steven Guthrie

Job title: Head of Communications, Marketing and Membership

School/service/unit: Sport & Exercise

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 specific relevance noted. Memberships open to everybody

- Disability

No specific relevance noted. Memberships open to everybody

- race (including ethnicity and nationality) / Sex / Sexual Orientation / religion or belief

No specific relevance noted. Memberships open to everybody

- gender reassignment

No specific relevance noted. Memberships open to everybody

- pregnancy and maternity

No specific relevance noted. Memberships open to everybody

- marriage or civil partnership¹

No specific relevance noted. Memberships open to everybody

Add notes against the following applicable statements:

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

Management information data

Numerical staff and student profile data

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

No gaps identified

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

No discrimination identified

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

Provides an opportunity individuals and groups to join our membership community.

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

Provides an opportunity for all individuals and groups to join our membership community

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

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

No barriers identified

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

Available to all Sport & Exercise staff via staff SharePoint page

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

Currently reviewed by Sport & Exercise Membership Forum group (made up of representatives from across staff team. Potential to involve groups from around the University (eg staff pride/disability) networks as part of the review going forward

- 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:

Provides an opportunity for all individuals and groups to join our membership community

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).

Review by Sport & Exercise Membership Forum group and feedback from staff
Review need to include others from University groups (Staff Pride, disability networks)
Review comp membership demographics versus other membership groups to identify any characteristics which may be underrepresented

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

Policy will be reviewed in March 24

H. Publication of EqlA

Can this EqlA be published in full, now? **Yes/No**

If No – please specify when it may be published or indicate restrictions that apply:

I. Sign-off

EqlA undertaken by (name(s) and job title(s)): **Steven Guthrie, Head of Communication, Marketing and Membership**

Accepted by (name): **Steven Guthrie, Head of Communication, Marketing and Membership**

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

Date: **02/05/23**

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