



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): **FASIC Sport & Exercise Medicine Clinic, Sport & Exercise – Adjustment to in-person reception services at clinic location – 70% of our bookings and payments are now made online so the decision has been made to reduce staff supporting an in-person option for bookings/enquiries. Our main Pleasance reception team are responsible for signing in clients, allowing access to the building for non-members, supporting in-person enquiries by signposting to relevant telephone, email, website options. The administration staff will continue to exist in a back of house location during core hours so on request can continue to support clients attending for appointments, where required or requested.**

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

- Proposed new policy/practice
- **Proposed change to an existing policy/practice YES**
- Undertaking a review of an existing policy/practice
- Other (please state):

C. Person responsible for the policy area or practice:

Name: **Heather Binnington**

Job title: **Head of Sport & Exercise Medicine**

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 – policy applies to all – those who find making bookings / payments online / by link can continue to do so over the phone, request assistance from our administration team who are now positioned back of house, or with assistance from our main Pleasance reception team – in-person
- Disability - policy applies to all – those who find making bookings / payments online can continue do so over the phone, request assistance from our administration team who are now positioned back of house, or with assistance from our main Pleasance reception team – in-person
- Race (including ethnicity and nationality) / Sex / Sexual Orientation / religion or belief – no impact
- gender reassignment – no impact
- pregnancy and maternity - no impact
- marriage or civil partnership¹ - no impact

Add notes against the following applicable statements:

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

None identified

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

None identified

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

None identified

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

None identified

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

None identified

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

None identified

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

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

- Process for booking appointments or making enquiries available on FASIC website - <https://www.ed.ac.uk/sport-exercise/fasic>
- Local signage updated with clear detail on booking/enquiries processes
- Main reception colleagues training updated with expectation of in-person customer service and signposting function
- Text and email booking reminders updated to reflect change in practice

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

None identified

- 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:

None identified

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).

No actions required

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

Practice will be reviewed in one year. Each client has an opportunity to complete a feedback survey on discharge from treatment, so ability to respond to comments exists on an on-going basis

H. Publication of EqIA

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

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

I. Sign-off

EqIA undertaken by (name(s) and job title(s)): Heather Binnington, Head of Sport & Exercise Medicine, FASIC Sport & Exercise Medicine Clinic

Accepted by (name): Heather Binnington, [Head of Sport & Exercise Medicine](#)

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

Date: 29/3/24

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