

## University of St Andrews: Human Resources – Equality & Diversity Inclusion

### EIA Toolkit: Guide to when to conduct an Equality Impact Assessment (EIA)

Stages for EIA?	Who do I involve?	Steps to take:
<b>When Creating</b> a new a Policy, Practice, Procedure, or Service	<ul style="list-style-type: none"> <li>• Lead Officer from School/Unit</li> <li>• Critical Equality Guide (Equality &amp; Diversity Officer)</li> </ul>	<ol style="list-style-type: none"> <li>1. Gather relevant feedback, research, data profile of staff/service users affected.</li> <li>2. Work through the '<a href="#">EIA Toolkit</a>' to complete the 'Initial Screening EIA Stage 1 Form'.</li> <li>3. Implement recommendations and further actions or assessment.</li> </ol>
<b>When Changing</b> an existing Policy, Practice, Procedure, or Service	<ul style="list-style-type: none"> <li>• Lead Officer from School/Unit</li> <li>• Critical Equality Guide (Equality &amp; Diversity Officer)</li> </ul>	<ol style="list-style-type: none"> <li>1. Gather relevant feedback, research, data profile of staff/service users affected.</li> <li>2. Work through the '<a href="#">EIA Toolkit</a>' to complete the 'Initial Screening EIA Stage 1 Form'.</li> <li>3. Implement recommendations and further actions or assessment.</li> </ol>
<b>When Withdrawing</b> a Policy, Practice, Procedure, or Service	<ul style="list-style-type: none"> <li>• Lead Officer from School/Unit</li> <li>• Critical Equality Guide (Equality &amp; Diversity Officer)</li> <li>• Consulting staff/service users that could be affected.</li> </ul>	<ol style="list-style-type: none"> <li>1. Gather relevant feedback, research, data profile of staff/service users affected.</li> <li>2. Work through the '<a href="#">EIA Toolkit</a>' to complete the 'Initial Screening EIA Stage 1 Form' <i>plus</i> the 'Full Assessment EIA Stage 2'.</li> <li>3. Implement recommendations and further actions or assessment.</li> </ol>

#### Business benefits of EIAs:

1. Internal customers (staff) and external potential and existing customers (students and users of services) experience a better quality of service.
2. Minimises the risk of costly discrimination claims and a negative affect on the University branding/reputation.
3. Diverse customer needs are met across the equality strands and 'protected characteristics'.

#### Legal benefits of EIAs:

1. Compliance with the Single Equality Act (2010) and our legal duties: the Public Sector Equality Duty (2011) and the Scottish Specific Duties (2012).
2. Minimises the risk of potential discrimination and adverse impact throughout the University at strategic and operational levels.
3. Complying with a required process by equality agencies, auditors, bodies, funding institutions, trade unions and tribunals.