

**Equality Impact Assessment (EIA) Recording Form**

Please refer to the notes and examples in the EIA Guidelines to help complete this record.

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| Title of Activity/Proposal/Policy/Practice | Staff Health and Wellbeing Strategy (SH&WB) | | EIA Team and Lead Member of Staff (names of all people involved in this EIA) | Callum Neil  Nyree Grierson | Date | 25/02/24 |
| Type of Policy/Practice/ (tick box) | New |  |
| Existing | X |
| Revised |  |

**Step 1 – Plan your process**

Considering the aims of the policy/proposal and the people will be involved.

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| What are the aims and purposes of the activity/ decision/ new or revised policy or procedure?  See Note 1 | To create the right conditions across the College for good health and wellbeing with focus on helping employees feel valued and supported both personally and professionally. |
| Who will be affected?  See Note 2 | All employees |
| Who will be consulted?  See Note 3 | The Director of HR and OD is the owner of the strategy and is recognised in the College as the key leadership figure in promoting this strategy. The Director of HR and OD is accountable for the successful delivery of the strategy and responsible for providing progress updates to Senior Management Team (SMT), the Board and other key stakeholders.  The OD team in partnership with Senior Management Team, Health and Safety, Sustainability, Student Wellbeing and ECSA teams, and the wider HR team have been consulted and will primarily be responsible for the day-to-day delivery of the strategy.  Before final approval, all employees are presented the opportunity to view the draft strategy via the staff intranet and feedback to Organisation Development. This is not a new strategy, it is a review of the previous three-year strategy that forms part of the wider College strategic plan under the key pillar of ‘People’. |

**Step 2 – Consider the Evidence**

What are the evidence we need and how we can gather them?

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| What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?  Evidence could be quantitative, qualitative or anecdotal.  Do we have enough evidence to judge what the impact may be?  See note 4 | The SH&WB 2023-26 strategy was subject to review following the successful delivery of the previous SH&WB strategy, 2019-23.  Over the years of the previous strategy, no issues have arisen regarding employee health and wellbeing provision at EC negatively impacting protected groups.  All employees are consulted annually to determine climate of health and wellbeing via the wellbeing actions section within operational plans and the annual employee engagement surveys.  Health and Wellbeing (H&WB) support evidenced through usage and uptake of the Employee Assistance Programme provider (currently MCL Medics) usage, H&WB training figures, OH referrals, and Wellbeing Officer 1:1 support service. Employee usage and services accessed are identifiable by protected characteristics of age and sex only. Usage data by other protected characteristics not available via the provider platform or other services.  Anecdotal feedback received via 1:1 meetings between manager and employee.  Going forward, more robust and formalised gathering, collation and analysis of this anecdotal evidence and usage of support services could be used to help identify and support under-represented and protected groups with awareness, support, access and uptake of health and wellbeing services, initiatives, training and events – and utilising the OD Dashboard to further evidence engagement and impact. Further and continual review of the SH&WB strategy, EC Cares and People strategy regarding evidence gathering to ensure promotion and targeted action with specific focus on protected groups. |

**Step 3 – Assessing the impact**

This involves:

* Considering relevant evidence relating to people who share a protected characteristic
* Assessing the impact of applying a decision of a new or revised policy or practice against the needs of the Public Sector Equality Duty (PSED) and each protected characteristic.

How will the policy / decision help the College to comply with the Public Sector Equality Duty?

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| **Eliminating discrimination, harassment, and victimisation** | **Advancing equality-**   * **Removing disadvantage** * **Meeting different needs** * **Encouraging participation** | **Fostering good relations**   * **Tackling prejudice** * **Promoting understanding** |
| ALL employees are consulted annually to determine their health and wellbeing related needs via the wellbeing actions section within operational plans and annual employee engagement surveys.  Annual employee development review, ‘Enhance’ process, provides platform for ALL employees to feedback. | |  | | --- | | Developing and promoting guidance for both managers and employees on supporting neurodiversity in the workplace.  Neurodiversity training supporting employees and Lecturers with neurodiverse students.  Management Development Programme including mandatory health and wellbeing training which all managers must complete. Mandatory courses include Mental Health in the Workplace, Menopause Awareness for Managers, and Health and Safety for Managers  HR/OD provide employment policies and procedures and review them regularly including a Flexible Working Policy helping remove disadvantage and meeting individual needs. | | The strategy action plan delivers on conferences, workshops and trainings open to ALL employees, increasing awareness and practices of health and wellbeing, fostering inclusion, reducing prejudice and promoting awareness and understanding of differences within the College profile. |

See Note 5

Key Questions to ask:

1. What potential positive/neutral/negative impacts can be identified?
2. What does evidence demonstrate about positive/neutral/negative impacts for different protected characteristic groups? E.g. statistics on participation, progression or outcomes, feedback or complaints
3. Does the policy/procedure/practice/decision take account of the needs of people with different protected characteristics? How is this demonstrated?
4. Does it affect some groups differently? Is this proportionate?

See Note 6

| Protected characteristic | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| --- | --- | --- | --- | --- |
| Age | Yes | Health and wellbeing, Age awareness related training (Age Scotland), and Menopause Awareness training for managers positively impacting employees by reducing age related discrimination. Work with Age Scotland to provide specific, targeted training for managers and individuals. | Yes | Older employees may not feel confident or comfortable with accessing and utilising services and support - including health initiatives, events or online counselling with a preference of face-to-face interactions.  Older employees may also be more reluctant to view mental health as important as physical health.  The strategy may inadvertently favour younger employees, leading to age discrimination if certain health initiatives or benefits are designed without considering the needs of older employees.  Job design and flexible working arrangements may inadvertently disadvantage older employees who may have different preferences or needs. |
| Disability | Yes | The strategy's emphasis on accessibility and inclusivity can create an environment where employees with disabilities feel valued and supported, fostering a sense of belonging and contributing to overall morale and productivity.  The College is also a Disability Confident Employer. | Yes | Despite efforts to promote accessibility, certain health and wellbeing initiatives or activities may still be inaccessible to employees with disabilities.  The College employee support service or EAP provider may not have specialist knowledge or expertise on particular disabilities.  Employees with disabilities might feel excluded or unable to fully participate, leading to feelings of isolation, discrimination and lower morale. |
| Gender reassignment | Yes | Developing a culture of respect and inclusivity within the health and wellbeing initiatives can create a supportive environment for transgender employees, promoting their physical and mental health and reducing the risk of discrimination or harassment. | Yes | Lack of specific support or awareness for transgender employees within health and wellbeing initiatives could contribute to feelings of exclusion.  Transgender employees may perceive the strategy as not addressing their unique needs, potentially leading to feelings of marginalisation or discrimination. |
| Marriage/civil partnership (relevant in employment law) | Yes | All aims and objectives within the strategy include ALL employees regardless of marital status. By recognising and celebrating diversity in relationships, the strategy can contribute to a more inclusive workplace culture where ALL employees feel respected and valued for who they are, regardless of their relationship status. | Yes | Assuming a traditional family structure in health promotion efforts may alienate employees in non-traditional relationships.  Employees in same-sex marriages or civil partnerships may feel overlooked or undervalued if initiatives primarily target heterosexual couples, potentially leading to feelings of exclusion. |
| Pregnancy and Maternity | Yes | Tailored support, trainings and accommodations for pregnant employees can promote their health and wellbeing during this significant life stage, fostering a positive work environment and encouraging retention of talented employees. | Yes | Despite efforts to support wellbeing, pregnant employees may face challenges accessing certain health initiatives due to their specific needs.  Pregnant employees might feel unsupported if the strategy does not adequately address their unique health concerns, potentially leading to feelings of exclusion or discrimination. |
| Race | Yes | All aims and objectives within the strategy include ALL employees. Culturally sensitive health promotion efforts can demonstrate the College's commitment to diversity and inclusion, fostering a sense of belonging among employees from minority ethnic backgrounds and promoting their overall wellbeing. | Yes | Lack of cultural sensitivity in health promotion efforts may make certain initiatives less inclusive for employees from minority ethnic backgrounds.  Employees from minority ethnic groups may feel that the strategy does not adequately address their cultural preferences or health concerns, potentially leading to feelings of marginalisation.  EAP provider, Wellbeing Officer, OH, may not have particular understanding of health and wellbeing needs related to or as a result of race. |
| Religion or belief | Yes | All aims and objectives within the strategy include ALL employees. Fostering respect for religious beliefs and practices within the strategy can contribute to a supportive and inclusive workplace environment, where employees feel valued and respected for their individual identities, fostering a sense of community and cohesion | Yes | Health and wellbeing initiatives may not consider religious practices or beliefs, potentially leading to discomfort or conflict for employees with specific religious backgrounds.  Employees may feel that the strategy does not respect their religious beliefs or practices, potentially leading to feelings of exclusion or discrimination. |
| Sex | Yes | All aims and objectives within the strategy include all employees regardless of sex. Gender-sensitive health initiatives can address the unique health needs and preferences of male and female employees, promoting equality and fostering a culture of inclusivity and support for all genders.  Targeted campaigns to reduce stigma of mental health, specifically related to gender stereotypes of men. | Yes | Despite efforts to promote gender equality, certain initiatives or activities may inadvertently reinforce gender stereotypes or preferences.  Employees may feel that the strategy does not adequately address their unique needs or preferences based on their gender, potentially leading to feelings of inequality or discrimination.  Despite efforts, male employees may not access EAP and other mental health support services, training and initiatives. |
| Sexual orientation | Yes | All aims and objectives within the strategy include all employees regardless of sexual orientation. Inclusive language and awareness of LGBTQ+ issues within the strategy can create a welcoming environment where employees feel safe to be their authentic selves, fostering a sense of belonging and promoting their overall health and wellbeing | Yes | Lack of specific support or awareness for LGBTQ+ employees within health and wellbeing support services, EAP and initiatives may contribute to feelings of invisibility or exclusion.  LGBTQ+ employees may feel that the strategy does not fully address their unique needs or concerns, potentially leading to feelings of marginalisation or discrimination. |

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| Other  characteristic  See Note 7 | Potential  Positive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| Social deprivation | Yes | Access to Health and Wellbeing related initiatives, campaigns and training are free to all employees, aiding development for all regardless of socioeconomic background. All employees enjoy non-pay benefits and where appropriate flexible working arrangements, including and aiding those from socially deprived backgrounds.  The strategy can provide targeted support and resources to employees from socioeconomically disadvantaged backgrounds, helping to address barriers to accessing healthcare and promoting equitable opportunities for health improvement.  Initiatives such as flexible working arrangements and financial assistance programmes can alleviate stressors related to socioeconomic challenges, promoting overall wellbeing and job satisfaction among affected employees.  Majority of health and wellbeing support, initiatives and events are free at the point of delivery. | Yes | Despite efforts to provide support, employees from socioeconomically disadvantaged backgrounds may face additional barriers to accessing health and wellbeing initiatives due to financial constraints or lack of resources.  Socially deprived employees might feel excluded or unable to fully participate in certain activities or programmes, potentially exacerbating feelings of inequality or discrimination. |
| Care Experienced people | Yes | All aims and objectives within the strategy include all employees and does not exclude those who are care experienced.  Through training and increased awareness, the strategy can recognise the unique needs and experiences of employees who have been in care, providing tailored support and resources to address any specific challenges they may face.  By fostering a supportive and understanding environment, the strategy can help care experienced individuals feel valued and respected in the workplace, contributing to their sense of belonging and overall wellbeing. | Yes | Other than at recruitment stage, data not gathered regarding employees social or personal background or circumstances, potentially leading to a lack of awareness or understanding of the unique needs of care experienced individuals within the health and wellbeing strategy. This may result in inadequate support or accommodations.  Care experienced employees may feel overlooked or marginalised if their specific challenges and experiences are not addressed, potentially leading to feelings of isolation or discrimination. |
| People with caring responsibilities | Yes | All employees enjoy optimal job design, workload, physical environment, non-pay benefits and where appropriate flexible working arrangements, including and aiding those with caring responsibilities.  The strategy can offer flexible working arrangements and support services tailored to employees with caring responsibilities, allowing them to better balance work and caregiving duties.  By recognising and accommodating employees' caring responsibilities, the strategy fosters a supportive workplace culture where individuals feel valued and understood, contributing to higher morale and job satisfaction.  Providing accessible resources and information related to caregiving can empower employees to better manage their responsibilities, reducing stress and promoting overall wellbeing. | Yes | Employees with caring responsibilities may face increased workload strain if they feel pressured to juggle work and caregiving duties without adequate support or accommodations.  Lack of flexibility or understanding within the workplace may hinder the career progression of employees with caring responsibilities, leading to feelings of frustration or inequality.  Balancing work and caregiving responsibilities can take a significant emotional toll on individuals, potentially leading to burnout, stress, and decreased mental wellbeing if not properly addressed. |
| Any other groups that need to be taken in consideration? | N |  | N |  |

**Step 4 – Acting on the results of the assessment.**

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| What actions can be taken or amendments made to policy to reduce the negative impact?  See note 8 | Ensure that this strategy and associated policies and procedures (e.g. Health and Safety, Family Friendly Policy and Procedures etc) and initiatives are developed through inclusive processes that involve consultation with diverse groups of employees, including those from protected characteristics and groups.  Incorporate feedback from employees with different backgrounds and experiences to ensure that the strategy adequately addresses their specific needs and concerns.  Equip managers and HR personnel with the skills and knowledge necessary to support employees from diverse backgrounds and effectively address any issues or concerns that may arise.  Ensure the range of well being activities/events offer a range of formats e.g. online/face to face/mid week/mornings etc so as to make them accessible to as many employees as possible.  Ensure all activities/events ask participants in advance if they require any reasonable adjustments to accommodate any disabilities e.g. site access/BSL interpreters etc.  Ensure College promotes the opportunity to request Flexible Working arrangements to employees, as this may enable employees to access more opportunities. |
| Is there a need to address any gaps in evidence? | Regularly review and evaluate the effectiveness of the strategy, associated policies and initiatives related to staff health and wellbeing, with a focus on identifying and addressing any disparities or gaps in support for different groups.  Solicit feedback from employees through surveys, focus groups, or other mechanisms to assess the impact of the strategy on their health, wellbeing, and sense of inclusion.  Increase the range of data collected regarding activities/events to cover all protected characteristics, in particular for those who are care experienced or have caring responsibilities as we do not have access to this data at present. |
| How will equality be advanced/ good relations be fostered? | Dignity and respect are central to all employee interactions. There is a strong and effective employee voice, teamwork and communication throughout the college aiding advancement of equality and fostering positive relations.  Foster a culture of inclusivity, respect, and understanding within the College by promoting diversity and celebrating the unique contributions of all employees – by providing further training to all employees on equality, diversity, inclusion, and cultural competency to increase awareness and understanding of different perspectives, experiences, and needs.  Implementation and promotion of zero-tolerance policies for discrimination, harassment, or bullying based on protected characteristics, and provide clear channels for reporting and addressing such the Hate and Misogyny reporting and Whistleblowing mechanisms. |
| Who has been involved in carrying out this assessment? | Callum Neil  Nyree Grierson  Irene Michie |
| If you cannot fully review the impact now, what else must be done, by/with whom and why? | Based on the information and evidence, identified areas of potential risk and proposed actions for mitigation, the impact review of the strategy has been carried out as far as possible at this stage. Continual review and assessment of its implementation will ensure it is a living document and develop throughout its three-year period. |

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| **Recommended decision:** (place an x against relevant outcome)  See note 9 | Outcome 1: Proceed – no potential identified for discrimination or adverse impact, and all opportunities to promote equality have been taken |  |
| Outcome 2: Proceed with adjustments to remove barriers identified or to better promote equality | **X** |
| Outcome 3: Continue despite having identified some potential for adverse impact or missed opportunity to promote equality |  |
| Outcome 4: Stop and rethink as actual or potential unlawful discrimination has been identified |  |
| Any other recommendations? | | |
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**Step 5: The monitoring and review stage**

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| **Plan actions to reduce negative impact, advance equality and monitor the impact of the policy, proposal or decision**   * Please indicate if there is any data which needs to be collected as part of action to be taken and how often it will be analysed. * Indicate how the person responsible will continue to involve relevant groups and communities in the implementation and monitoring of the policy, etc. * How will the impact of the policy/procedure/decision be monitored?   See Note 10 | | |
| **Action to be Taken:** | **Person Responsible:** | **Completion/Review Date:** |
| Consult with diverse groups of employees, including those from protected characteristics and groups on this strategy. Incorporate feedback from employees with different backgrounds and experiences to ensure that the strategy adequately addresses their specific needs and concerns. | Sue Clyne | May 2024 |
| Ensure the range of wellbeing activities/events offer a range of formats e.g. online/face to face/midweek/mornings etc so as to make them accessible to as many employees as possible. | Sue Clyne/Nyree Grierson | Ongoing from May 2024 |
| Continue with training managers and HR with the skills and knowledge necessary to support employees from diverse backgrounds and effectively address any issues or concerns that may arise. | Sue Clyne/Nyree Grierson | Ongoing |
| Ensure all activities/events ask participants in advance if they require any reasonable adjustments to accommodate any disabilities e.g. site access/BSL interpreters etc. | Sue Clyne/Nyree Grierson | Ongoing |
| Ensure College promotes the opportunity to request Flexible Working arrangements to employees, as this may enable employees to access more opportunities. | Sue Clyne | Ongoing |
| Working with the Systems team, increase the range of protected characteristics data which is available for Health & Wellbeing events/activities | Nyree Grierson/Irene Michie | August 2024 onwards |
| Working with the Systems team, develop OD Dashboards for 2024/25 to present the data outlined above. | Nyree Grierson/Irene Michie | August 2024 onwards |
| **Signature of Lead: Callum Neil** **Date: 25/03/24 and Nyree Grierson 03/04/24** | | |

**Step 6 – Review and Publication**

See Note 11

Please send the completed EIA record to [equality@edinburghcollege.ac.uk](mailto:equality@edinburghcollege.ac.uk) for

* review by Quality and Improvement;
* publication in whole or in part on the College website.

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| **Date of Review** | **24/04/24** |
| **Date of Publication** |  |