

Equality Impact Assessment (EQIA)

The purpose of this template is to ensure that decision makers consider impacts on equality when making decisions which may impact on people in some way, or develop new - or revise existing - policies, practices or operating guidelines. This EQIA template should be completed in conjunction with the Guidance Notes.

Title of the Policy/Decision considered:	Gifts & Hospitality
Impact Assessed by:	Karen Dair
Signature(s) of assessor(s):	Karen Dair
Date of Impact Assessment:	January 2024

Step 1: (a) Identify the aims of the policy/decision

(i) What is the purpose of the policy/decision? Why has this policy/decision been developed/reached? (ii) How does the policy/decision seek to achieve its purpose? (iii) How do the aims of the policy/the decision relate to equality?
<p>This is an update of an existing policy and procedure designed to ensure fairness and transparency in decision making and reduces the likelihood of undue influence by external parties thus protecting members of staff and Board members from accusations of impropriety. This promotes equality in that it ensures all are aware of what is expected.</p>

Step 1: (b) Identify who is affected by the policy/decision

(i) Who benefits from this policy/decision? (ii) How does the group of people benefit from the policy/decision? (iii) Who does not benefit from the policy/decision? Is anyone disadvantaged? (iv) If so, how is the group of people disadvantaged by this policy/decision?
<p>The College, its staff, and external bodies all benefit from fair and transparent decision making. There is clarity of what is acceptable and what to do</p>

Step 2: (a) Consider the evidence and impact assess

- (i) What data or evidence have you used to consider the impact of the policy/decision on each Protected Characteristic group? E.g. student/staff demographic data, consultation responses, national data.
- (ii) If you lack data/evidence, please outline your plan for obtaining up-to-date data/evidence e.g. consultation, survey, focus group responses, national research.
- (iii) Referring to the evidence you have available, would this policy positively or negatively impact on the following Protected Characteristics groups? If so, then how? Detail how it would be possible to minimise negative impact (an action plan may be required to ensure minimal negative impact in practice/change an aspect of the policy). Refer to the following Duties where possible: **elimination of discrimination; advancing equality of opportunity; and fostering good relations.**

Protected Characteristic	Evidence	Impact (and how to minimise negative impact).														
Disability <table><tr><th>Disability</th><th>Count of Disability</th></tr><tr><td>No known disability</td><td>76.55%</td></tr><tr><td>Disability declared</td><td>20.19%</td></tr><tr><td>Information refused</td><td>3.26%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Disability	Count of Disability	No known disability	76.55%	Disability declared	20.19%	Information refused	3.26%	Grand Total	100.00%	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact				
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Information refused	3.26%															
Grand Total	100.00%															
Sex (man or woman) <table><tr><th>Sex</th><td></td></tr><tr><td>Female</td><td>57.52%</td></tr><tr><td>Male</td><td>42.48%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Sex		Female	57.52%	Male	42.48%	Grand Total	100.00%								
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Race (refers to a group of people defined by their race, colour and nationality (including citizenship) ethnic or national origins) <table><tr><th>Ethnicity</th><td></td></tr><tr><td>Scottish</td><td>78.34%</td></tr><tr><td>Other British</td><td>11.56%</td></tr><tr><td>Any other white background</td><td>3.42%</td></tr><tr><td>BAME</td><td>1.79%</td></tr><tr><td>Any other background/Mixed</td><td>1.30%</td></tr><tr><td>Prefer not to say</td><td>3.58%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Ethnicity		Scottish	78.34%	Other British	11.56%	Any other white background	3.42%	BAME	1.79%	Any other background/Mixed	1.30%	Prefer not to say	3.58%	Grand Total	100.00%
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Age	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		
<table><tr><td colspan="2">Age Band</td></tr><tr><td>16-24</td><td>4.38%</td></tr><tr><td>25-34</td><td>8.93%</td></tr><tr><td>35-44</td><td>24.03%</td></tr><tr><td>45-54</td><td>27.92%</td></tr><tr><td>55-64</td><td>28.25%</td></tr><tr><td>65+</td><td>6.49%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Age Band		16-24	4.38%	25-34	8.93%	35-44	24.03%	45-54	27.92%	55-64	28.25%	65+	6.49%	Grand Total	100.00%				
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Gender reassignment (the process of transitioning from one gender to another)	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		
Sexual orientation (whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes)	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		
<table><tr><td colspan="2">Sexual orientation</td></tr><tr><td>Heterosexual or straight</td><td>86.11%</td></tr><tr><td>Bisexual</td><td>2.47%</td></tr><tr><td>Gay Man</td><td>0.93%</td></tr><tr><td>Gay Woman/Lesbian</td><td>0.77%</td></tr><tr><td>Other sexual orientation</td><td>0.15%</td></tr><tr><td>Prefer not to say</td><td>9.57%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Sexual orientation		Heterosexual or straight	86.11%	Bisexual	2.47%	Gay Man	0.93%	Gay Woman/Lesbian	0.77%	Other sexual orientation	0.15%	Prefer not to say	9.57%	Grand Total	100.00%				
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Religion and belief (Inc. no belief)	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		
<table><tr><td colspan="2">Religion</td></tr><tr><td>No Religion</td><td>50.65%</td></tr><tr><td>Christianity</td><td>36.48%</td></tr><tr><td>Muslim</td><td>0.81%</td></tr><tr><td>Buddhist</td><td>0.16%</td></tr><tr><td>Hinduism</td><td>0.33%</td></tr><tr><td>Other Belief</td><td>0.81%</td></tr><tr><td>prefer not to say</td><td>10.75%</td></tr><tr><td>Grand Total</td><td>100.00%</td></tr></table>	Religion		No Religion	50.65%	Christianity	36.48%	Muslim	0.81%	Buddhist	0.16%	Hinduism	0.33%	Other Belief	0.81%	prefer not to say	10.75%	Grand Total	100.00%		
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Pregnancy and maternity	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		
Marriage and civil partnership	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact																		

Marital Status Civil Partnership 2.14% Married 52.47% Not Married or in a Civil Partnership 27.47% Other 10.03% Prefer not to say 7.89% Grand Total 100.00%		
Carers	There is no evidence to suggest any protected characteristic should be advantaged or disadvantaged through this policy or the aspects to which it pertains	No impact

(ii) Action Plan to obtain data and evidence for impact assessment:

Data is currently maintained by Corporate Governance & Planning Officer. The snapshot provided was over a 24 month period and the data was so low that no analysis could be made. Data monitoring will continue.

Step 3: Consultation

Is a consultation required? Are the views of other people required to be sought, in case they may highlight issues arising from the implementation of this policy?	
<input checked="" type="checkbox"/> Yes	No
Please provide reasons why you did/did not offer a consultation:	
Discussion with unions is part of college practice	
<i>If 'yes', please complete the following sections.</i>	
Analysis of the views/evidence gathered from the consultation:	
Discussions took place with Corporate Governance & Planning Officer to ensure the policy was accurately reflecting practice and adhering to governance processes.	
Recommendation(s):	
In order to minimise any cross cultural misunderstandings on accepting/refusing gifts/hospitality from commercial and international partner's, specific reference is made to reduce this within the procedure.	

Step 4: Decision Making

Select an option to summarise how the IA has informed your decision-making:

4.1 No amendment to the policy/decision is required (policy/decision is robust, with no negative impact);

4.2 Adjust the policy/decision (take steps to meet the general duty and reduce negative impact);

4.3 implement the policy/decision without adjustment (continue despite the potential for adverse impact);

4.4 Stop and remove the policy/do not proceed with decision (where adverse effects are not justified and cannot be mitigated or where the policy leads to unlawful discrimination).

4.1

Step 5: Publication:

Equality Impact Assessments must be published.

	Does this group need to be aware of this EQIA? (tick if applicable)	How to inform this group:
Students (service users)	No	
Employees	✓	HR SharePoint page
Partner organisations & stakeholders	No	
Other - please state:	No	
Are there any barriers to communication?	<input type="radio"/> Yes	<input checked="" type="radio"/> No ✓
If 'yes', how will barriers to communication be overcome?		

Step 6: Monitoring and Review

How will this policy/decision be monitored to assess its impact on protected characteristics groups?

E.g. will qualitative/quantitative data be collected? Survey, Student Council, Listening to Learners sessions?

The register maintained by Corporate Governance & Planning Officer will be monitored to assess whether further data gathering is needed

Staff member/designation responsible for writing the monitoring report:**Karen Dair, HR Business Manager****Monitoring report publication date:****January 2024****Review date:**

(no later than 3 years after the policy/decision has been impact assessed)

January 2027

Please send the completed EQIA to equality@forthvalley.ac.uk

If you require any assistance in completing an EQIA, please contact equality@forthvalley.ac.uk