

**Full Equality Impact Assessment (EQIA) Proforma**

Title of Policy, Procedure, or Relevant Practice:	Relocation of the Students' Association space from North Hanover Street to the Townhead Building		
Lead Officer:	Heather Hughes, Student Services Director		
Type of Policy, Procedure, or Relevant Practice:	New: <input checked="" type="checkbox"/>	Existing/Reviewed: <input type="checkbox"/>	Revised/Updated: <input type="checkbox"/>
Date of Assessment:	May 2012		

**Step1: What are the aims of the policy, procedure or relevant practice?**

Due to the decant of the libraries from Townhead and Allan Glen's it is proposed to relocate the Students' Association space from NHS building to the Townhead building.

**Step 2: What information do you plan to use as the basis of this EQIA?**

- Student focus groups
- Staff focus group
- Knowledge of the curriculum delivery
- Knowledge of the buildings

**Step 3: Assess the potential impact on groups with protected characteristics; including staff, students, and service users**  
 What does the existing information indicate about **positive, neutral and negative impacts** on protected characteristics, i.e. are the needs of people with different characteristics all met by the policy, procedure, or relevant practice? Does the policy, procedure, or relevant practice affect some groups differently? This may be appropriate if it is a proportionate means of achieving a legitimate aim.

What does the existing information indicate about **potential positive, neutral and negative impacts** on protected characteristics?

Protected Characteristics	Detail the Potential Positive, Neutral and Negative Impacts
Age	None
Disability	<p>Access to the Townhead building can be problematic from Cathedral Street entrance.</p> <p>Potential noise levels in the Students' Association could be distracting for students who have a specific learning difficulty.</p> <p>The new location is more central along Cathedral Street so will be closer for students in the Townhead and Allan Glen's buildings there will result in a positive impact for students studying in those buildings who have a disability.</p> <p>The new location of the Students' Association is close by the Student Development base in Townhead which may help to raise awareness of both services.</p> <p>The lift access in Townhead is more effective than in NHS building.</p>
Gender reassignment and Transgender	None
Marriage and civil partnership	None

Pregnancy and maternity	None
Race	ESOL classes are delivered on the second floor. This may encourage international students to interact with home students in the Students' Association resulting in a positive impact.
Religion or belief	The Sanctuary is planned for the basement in the NHS building. This is relatively close to the new space.
Sex	
Sexual orientation	

**Step 4: Consider alternatives and mitigation**

A. What arrangements could be implemented to **reduce any potential adverse or negative impacts** identified above?

- Signage could be used in Cathedral Street entrance guiding students and advising them that the back entrance is more accessible.
- Monitor noise levels and ensure they are kept within an acceptable level during class times.

B. It may be appropriate for the policy, procedure, or relevant practice to affect groups differently if this is a proportionate means of achieving a legitimate aim. If this is the case, please provide explanatory details justifying this decision. **Note: you may be required to obtain legal advice to verify your decision.**

**Step 5: Does the policy or relevant practice advance equality of opportunity, or could the policy or relevant practice be amended to do so?**

Advancement is more than simply preventing discrimination; it involves the creation of proactive measures which promote equality of opportunity across the different groups

Yes:  No:

**What arrangements exist, or could be implemented to advance equality of opportunity?**

- The new location is more central along Cathedral Street so will be closer for students in the Townhead and Allan Glen's buildings there will result in a positive impact for students studying in those buildings who have a disability.
- The new location of the Students' Association is close by the Student Development base in Townhead which may help to raise awareness of both services. This may have a positive impact on disabled students.
- ESOL classes are delivered on the second floor. This may encourage international students to interact with home students in the Students' Association resulting in a positive impact.
- The Sanctuary and the multi faith Chaplaincy service could be advertised in the new space.
- As the new space is more central Curriculum teams will be able to access the student executive and the Student Engagement team more easily if they require to carry out focus groups for impact assessment. This will have a positive impact.

**Step 6: Involvement of individuals, groups and organisations**

A. Who has been involved in the undertaking of this assessment?

- The Student Engagement Team
- Curriculum Directors
- Teaching staff in Townhead building
- Students
- The two Vice Presidents and The Student Executive

B. How successful has this been, and what changes can be made to improve this process in the future?

C. If you have further involvement to carry out, please list who you are going to involve and how

**Step 7: Making a decision and outcome**

Are you now able to introduce the policy or changes to existing policy, or do you need to do amend your proposals? If you are in a position to change or introduce the policy, clearly explain upon which basis this decision was made.

A. Are you able to introduce the policy, procedure, or relevant practice without making any changes?

Yes:  No:

B. If "Yes", clearly explain upon which basis this decision was made

C. If "No", what changes will you make?

- Signage
- Monitoring noise levels

**Step 8: Taking action and monitoring**  
(To be completed after involvement/consultation)

A. What action will we take?  
Erect new Signage on Cathedral Street.

Monitor noise levels.

B. Who will take that action?

Graeme Brewster will arrange for additional signage.

Sandra Cook will monitor noise levels and gather any appropriate feedback from teaching staff/students on the 2<sup>nd</sup> floor.

C. When will that action be completed?

Signage will be erected before the Students' Association is moved.  
Noise level will be monitored following the move.

D. Once implemented, how will the policy, procedure, or relevant practice be monitored?

By monitoring complaints from staff and students.  
By monitoring the use of the new facilities by holding focus groups with staff and students.