

## Equality Impact Assessment Form (EqIA)

**As a public sector organisation, GSA has a legal duty under the Equality Act 2010 to assess the impact all of its new or revised policies, practices, procedures or projects may have on protected groups (as defined by the Act).**

The purpose of this assessment is to use relevant evidence and critical thinking to identify any impact (positive, negative or neutral) the policy, practice, procedure or project that is being assessed may have on the people it affects or is intended for.

The EqIA is a tool which helps mainstream equality into everything GSA does. It requires us to consider how we can mitigate or eliminate negative impact and, in turn, advance positive outcomes. Therefore, it must be undertaken during the development / review of the policy, practice, procedure or project it refers to and not after it has been finalised. Ideally, EqIAs should be a team effort of relevant parties to ensure a variety of perspectives have been consulted. All finalised EqIAs must be signed off by a Senior Leadership group lead and either the Head of Student Support and Development or GSA's Equality Officer, however, support from the Equality Officer is available at any stage of completion.

**Further guidance on how to complete an EqIA can be found on GSA's website and the Equality and Diversity section on the staff intranet. If you have any additional questions, please contact [equality@gsa.ac.uk](mailto:equality@gsa.ac.uk).**

<b>Name of Equality Impact Assessment</b> (E.g. Area of decision making/title of policy, procedure, programme or relevant practice)	- Rules for the Election of Staff Governors
<b>New or reviewed</b>	Reviewed
<b>Owner/Review Lead and role</b>	Edna Docherty, Corporate Governance Office <a href="mailto:H.Docherty@gsa.ac.uk">H.Docherty@gsa.ac.uk</a>
<b>Department or School</b>	Corporate Governance Office (Registrar and Secretary)
<b>Date of assessment</b>	July 2021

### 1. Purpose of policy / practice / procedure / project being assessed – brief description

The Glasgow School of Art (Scotland) Order of Council (2020) provides at Article 3(c) that two Governors (“Staff Governors”) are to be elected to the Governing Board of the School by the members of staff of the School. The Articles of Association of the School (as amended December 2020) provide at Article 10.2.2 that one such Governor will be elected from among the staff of the School who are professional support staff (as identified according to rules made by the Board of Governors), and that one such Governor will be elected from among the staff of the School who are academic staff (as identified according to rules made by the Board of Governors).

Section 2.16 of the Scottish Code of Good HE Governance also stipulates that by law, governing bodies must include at least two members “appointed by being elected by the staff of the Institution from among their own number”.

The purpose of the **Rules for the Election of Staff Governors** is to identify the means by which Staff Governors are elected and that they have been designed specifically to ensure that:

- GSA and the Board of Governors meet the requirement to conduct their business fairly, honestly and openly, in alignment with the Nine Principles of Public Life in Scotland (duty, selflessness, integrity, objectivity, accountability and stewardship, openness, honesty, leadership and respect);
- the rules and associated process comply with the Scottish Code of Good HE Governance 2017;
- the rules and associated process reflect the obligation to comply with the Glasgow School of Art (Scotland) Order of Council (2020), specifically Article 3(c), that two Staff Governors are to be elected to the Governing Board of the School by the members of staff of the School;
- the process and rules reflect the obligation to comply with the Articles of Association of the School, specifically 10.2.2, that one such Governor will be elected from among Academic Staff and that one such Governor will be elected from among Professional Support Staff.

The process and Rules for the Election of Staff Governors ensures GSA’s alignment with relevant governance legislation and complies with the Public Sector Equality Duties. Both the PSED and the Scottish Specific Duties 2012 have been considered as an integral aspect of its review.

### 2. Evidence used when undertaking this assessment – this can comprise of internal and external reports, survey data, etc

- Scottish Code of Good HE Governance (2017)
- Higher Education Governance (Scotland) Act 2016
- The Glasgow School of Art (Scotland) Order of Council (2020)
- GSA Articles of Association, Article 10.2.2
- Sector Benchmarking

### 3. Type of impact by protected characteristic – please provide details of the potential impact (could be more than just one type); make reference to relevant evidence (from the list you provided above) where applicable

	Positive impact	Negative impact	Neutral impact
Age			Neutral impact expected.

<b>Disability</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Gender reassignment</b> (covers Trans identities)	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Marriage and Civil Partnership</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Pregnancy and Maternity</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Race</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Religion or Belief</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Sex</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.

<b>Sexual orientation</b>	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>Impact on other groups</b> (e.g. Care Experienced; Carers; Military Veterans; Low Socioeconomic Status (SES); Asylum Seekers; British Sign Language Users, etc)	<b>Positive impact</b>	<b>Negative impact</b>	<b>Neutral impact</b>
			Neutral impact expected.
<b>4. How has the identified negative impact been mitigated?</b> – please provide details of undertaken actions broken down by protected characteristic			
N/A			
<b>5. Any outstanding mitigation (where applicable)</b> – please provide a concise action plan with action owner and a timescale for completion			
<b>Action</b>	<b>Equality Impact</b>	<b>Person Responsible</b>	<b>Time frame</b>
N/A	N/A	N/A	N/A
<b>6. Who has been consulted while undertaking this assessment?</b> – please list all relevant internal stakeholders			
Dr Craig Williamson - Registrar and Secretary Svetoslava Sergieva – Equality Officer			
<b>7. How does the outcome of this assessment and the actions undertaken support GSA's <a href="#">2021 - 2025 Equality Outcomes</a></b>			

Continued application of the standard review mechanisms will ensure that the Election Rules for Governors remain current and continue to ensure that GSA and its Board of Governors maintain the highest standards and conduct the appointment process of Staff Governors in accordance with GSA's Order of Council, Articles of Association and best practice in higher education governance.

The intended outcomes of the Rules for the Election of Staff Governors will contribute to Outcome 1 of GSA's Equality Outcomes for 2021-25: *Actively foster and support an organisational culture in which dignity and respect for self and others is understood and practiced, where confidence is encouraged and promoted, and where ignorance, prejudice and bias is challenged.*

**8. How does the outcome of this assessment and the actions undertaken support the three main duties GSA has under the Equality Act 2010 [Equality Act 2010](#) to:**

- eliminate discrimination, harassment and victimisation;**
- advance equality of opportunity;**
- foster good relations between people who share a relevant protected characteristic and those who do not?**

**1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.**

- The appointment of Staff Governors in terms of GSA's Order of Council and its Articles of Association is made following a robust process which concludes, where appropriate, with an election. The electorate for election of an Academic Staff Governor is the Academic Staff of the School and the electorate for election of a Professional Support Staff Governor is the Professional Support staff of the School.
- It is clearly set out in the rules that Academic Staff means those individuals who are engaged under an HE2000 contract of employment by the School (full-time or part-time) (as determined by reference to the payroll records held by the School's Department of Human Resources). Professional Support Staff means those individuals who are engaged under an APT&C contract of employment by the School (full-time or part-time) (again as determined by reference to the payroll records held by the School's Department of Human Resources).
- The rules apply to both full time and part time staff.
- If more than one valid nomination for an Academic Staff Governor or Professional Support Staff Governor (as applicable) is received, an election will be conducted.
- The Registrar and Secretary and the Director of Finance scrutinize the overall election process to ensure that it is fair, transparent, honest and open. Voting is held via Ballot.

In terms of s11 of the Higher Education Governance (Scotland) Act 2016, the election process is to be conducted in accordance with rules made by the Board. At GSA consultation on those rules, and any proposed substantive changes, takes place with all bodies involved, including the Trade Union Forum, again aiding transparency and openness.

**2. Advance equality of opportunity between people from different groups, considering the need to:**

- *Remove or minimise disadvantages suffered by people due to their protected characteristics.*
- *Meet the needs of people with protected characteristics.*

- *Encourage people with protected characteristics to participate in public life or in other activities where their participation is low.*
    - Staff governors are considered full members of the governing body and treated as such. All members assume the same responsibilities, obligations and rights and are expected and supported to participate fully in all governing body business, unless a clear conflict of interest is identified.
    - In compliance with the Scottish Code of Good HE Governance, the Board monitors equality and diversity across the entire governing body. GSA is mindful that the Code highlights that external organisations or electorates that appoint or elect governing body members should be made aware of any significant imbalances and should consider how they can contribute to increasing the diversity of the governing body where appropriate.
- 3. Foster good relations between people from different groups, tackling prejudice and promoting understanding between people from different groups.**
- The purpose of the Rules for the Election of Staff Governors is to supplement the provisions of the 2016 Act and GSA’s Order of Council and Articles of Association and to ensure that the appointment process is fair, equitable, transparent and open.
  - The governing body’s equality and diversity responsibilities are included in the induction of new members. Equality and diversity awareness training is identified as a separate element in the continuing professional development training offered to Board members as part of the review of individual Governor’s contributions to ensure a continuing understanding with the power of nomination/election to the Board.

**9. Where/when will action progress and outcome be reported and reviewed?**

There are no actions planned as a result of the findings of this EIA. There are already mechanisms in place for the regular review of the Rules for the Election of Staff Governors (usually every three years). The Election Rules shall be reviewed in line with the CGO policy schedule and any substantive amendments proposed will be considered and approved by the Board, following consultation with all relevant parties. The Corporate Governance Office will also review the Rules immediately prior to their use in an election to ensure they remain current with appropriate reporting to the Board in this regard.

The Board of Governors monitors equality and diversity across the entire governing body on an ongoing basis and the Registrar and Secretary reports to the Board appropriately in this regard.

<b>Next review date</b> – please consider any outstanding actions outlined above; the review period must be in line with the policy/service review and/or at intervals of no more than three years	March 2023
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<b>Signed off by Owner/Review Lead</b> (Edna Docherty – Senior Policy Officer)	July 2021
<b>Signed off by Senior Leadership group Lead</b> (Dr Craig Williamson - Registrar and Secretary)	August 2021
<b>Signed off by Equality Lead</b> (Svetoslava Sergieva – Equality Officer)	March 2022