

### Stage 1: Rapid Impact Checklist

**Document title:** Visa Fee Reimbursement Policy  
**Author & School/Service:** Eilidh Fraser, People Services

**Reason for the Equality Impact Assessment:**

Proposed new document	X
Proposed change to existing document	
Review of existing document	
Other (please state):	

**Could any protected characteristics be affected by this proposal?<sup>1</sup>**

Yes	No
x	

**If yes, which protected characteristic groups could be affected?**

Age		Disability	
Gender reassignment		Pregnancy and maternity	
Race/ethnicity	x	Religion or belief (including lack of belief)	
Sex		Sexual orientation	

**Will the proposal have any impact on:**

	Yes	No
Discrimination?		x
Equality of opportunity?	x	
Relations between groups?		x

---

<sup>1</sup> 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.

**Will the proposal have an impact on the physical environment? For example, will there be impacts on:**

Living conditions?	x
Working conditions?	
Pollution or climate change?	
Accidental injuries or public safety?	

**If the answer to any of the above is ‘yes’, please proceed to complete the Comprehensive Equality Impact Assessment, overleaf.**

**Stage 2: Comprehensive Equality Impact Assessment (CEIA)****Details of document**

Document title	Visa Fee Reimbursement Policy
Document owner	Eilidh Fraser, Director of People & OD
School/Service	People Services

**Aim of the document**

What are the aims and objectives of the document?

To help us recruit and retain the best talent through assisting with immigration and visa costs associated with staff taking up and continuing in their role at the University. The University will reimburse costs, up to a maximum of £10,000, associated with meeting immigration requirements where an eligible employee requires a visa to live in the UK and work for the University, subject to the conditions and criteria set out in the policy.

How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?

It is anticipated to have a positive equality impact by reducing a disadvantage for people of non-UK nationality, who are likely also to be a higher proportion BAME.

Who is affected by the document and how have they been involved in the development of it?

New recruits and existing staff requiring visas to work in the UK. The policy has taken account of feedback from such staff, including requests for support with visa costs.

Are any persons affected by the document likely to benefit from it and in what way?

Yes – the policy will benefit staff obtaining/renewing a visa by reimbursing their costs, including those relating to their family.

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)

Age		Race	X
Disability		Religion or Belief	
Gender Reassignment		Sex	
Pregnancy & Maternity		Sexual Orientation	
Marriage & Civil Partnership			

Further details: As noted above – but as a benefit (not a concern)

How does the document fit into the broader strategic aims of the University?
To help with recruitment and retention of talented staff, including mitigating strategic risk 9 in relation to staff capacity, and staff wellbeing.

### Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?
Data on existing staff with visas has been considered in developing the policy. By definition the policy relates to non-UK nationals.

What do we know from existing data which is available externally?
The policy has taken into account comparable policies in other HEIs.

Are there any apparent gaps in knowledge?
Future trends in numbers/costs. However, that's not an issue in relation to EIA.

### Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?
Positive impact on staff holding visas and their families. There is an associated cost estimated to be around £30K pa.

Could there be a differential <sup>2</sup> impact on any protected characteristics? Could any differential impact be adverse?
---

Yes, as noted above – positive impact in relation to Race.
--

**Please consider**

Is this policy directly discriminatory? If yes, is it intended to increase equality? If no, this is unlawful discrimination.

Is this policy indirectly discriminatory? If yes, is this justifiable or proportionate? If no, this is unlawful discrimination.

If this policy is not indirectly discriminatory, but could have an adverse impact on any of the protected characteristics, you must provide details of how the University will act to address this.

Is this policy unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

**Consultation**

What did this equality analysis conclude?
---

No adverse impact.
--------------------

Is any action required to be taken in response to the findings from the consultation?
---

No
----

What is the recommendation for this document following consultation?

Reject the document		Approve and publish the document	x
Amendment required		Other (please provide details below)	

---

<sup>2</sup> Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

**Declaration**

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

Eilidh Fraser, Director of People & OD	<b>CEIA owner</b>
	<b>Line manager</b> (if appropriate)

**Committee approval**

Which Committee has this document gone before for approval?
University Court
Date of Committee meeting: 14 June 2023

Following Committee consultation, what is the decision for this document?

Reject the document		Approve and publish the document	X
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.