



Glasgow Kelvin College

Equality Impact Assessment
Letting Policy and Procedure

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Title of Policy, Procedure or Practice:

Letting Policy and Procedure

Type of Policy, Procedure or Practice:

New

Existing, Reviewed or Revised

X

Team Leading Impact Assessment:

Corporate Services

Lead Person:

Roddy MacKenzie

Date of Assessment: 21/03/2025

Aims and Outcomes

What are the intended aims / outcomes of the policy, procedure or practice? Who is the target audience and who is it intended to benefit?

The aims of this policy are to:

- Generate Revenue for the College by renting out rooms and spaces to external groups or individuals
- Create relationships with local organisations or businesses thus connecting with community engagement
- By having this policy in place we can ensure that the hiring procedures are fair and available to all potential users
- Ensure that all external users comply with health, safety, and security policies
- Ensure that lettings do not interfere with students' learning experiences or college operations
- Ensure that any activities or events adhere to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure

The possible outcomes of the policy would be:

- More efficient use of college buildings outside of teaching hours
- Additional income to the College
- Improved relationships with businesses and social groups
- That hirers would meet safeguarding, security, and insurance requirements
- Regulated lettings, a standardised approach to bookings, fees and room use that would reduce potential conflicts or misunderstandings

Target Audience

- College staff and student activities, organisations and clubs;
- Glasgow City councillors when involved in council business;
- Members of Parliament (UK, Scottish and European);
- Locally based youth organisations run by volunteers;

- Educational organisations working in partnership with the College;
- Not-for profit and similar organisations approved for free lets by the Principal, Vice Principal, or their nominee (e.g. Team Leader Rooms/Timetabling);
- Faith services where an appropriate religious building does not exist or religious functions for which the religion's property is unsuitable; and
- Candidates in municipal elections

Evidence and Information

What information has been used as the basis for this EIA?

Researched Letting Policies and Procedures, related documents and best practice produced by numerous Colleges with similar profiles to Glasgow Kelvin College across the UK.

Relevant legal and regulatory compliance including: College Safeguarding Children, Young People and Vulnerable Adults Policy and Procedure; Disclosure Scotland and DBS;

The need for a revised and enhanced Letting Policy and Procedure was recognised at the College insurer's annual conference by attending members of staff from Finance/Student Funding department and Corporate Services.

Which individuals, groups or organisations representing protected characteristics have been involved in the undertaking of this assessment?

John Kennedy-Bennett, Team Leader, Timetabling and Student Retention

Andrea Daly, Finance and Student Funding Manager

Claire Reid, Head of Facilities and Environmental Sustainability

Lisa Clark, Director of Estates and Corporate Services

Senior Management Team

What does the information indicate about potential positive, neutral or negative impacts for each protected characteristic?

Protected Characteristics	Potential Impact
Age	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on the age of participants.</p> <p><i>Our facilities are accessible to all age groups, including young people, older individuals, and intergenerational groups. Events involving children and young people adhere to the College’s Safeguarding Policy.</i></p> <p><i>The policy benefits community groups, including youth organisations and educational groups, by providing affordable or free access to college facilities. Older individuals may face barriers if digital booking systems are required.</i></p> <p><i>Mitigation: Provide multiple booking methods, including phone or in-person options.</i></p>
Disability	<p>The College is accessible to those individuals with disabilities. The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on disability.</p> <p><i>We have conducted an Accessibility Audit Review to ensure our spaces meet diverse needs. Our campus includes disabled parking, accessible toilets, lifts, step-free access, and adjustable-height desks. We also provide guidance for event organisers to ensure inclusivity.</i></p> <p><i>Digital booking systems may also pose challenges for those with visual impairments or learning disabilities.</i></p> <p><i>Mitigation: Ensure all rooms meet accessibility standards (e.g., step-free access, accessible toilets). Provide reasonable adjustments such as alternative booking methods. Ensure event organisers consider accessibility for attendees.</i></p>
Gender Reassignment	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based Gender Reassignment.</p> <p><i>Our facilities, including toilets and changing areas, are inclusive. We are committed to ensuring that trans and non-binary individuals feel safe and respected while using our spaces.</i></p> <p><i>Trans and non-binary individuals may benefit from the availability of inclusive spaces for support groups and activities. However, if there are concerns about safety and inclusion this should be addressed.</i></p> <p><i>Mitigation: Ensure booking procedures do not discriminate based on gender identity. Include safeguarding policies to protect all attendees.</i></p>

Marriage and Civil Partnership	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Marriage and Civil Partnership.</p> <p><i>Our hiring policy applies fairly to all, ensuring no discrimination against married individuals or those in civil partnerships.</i></p> <p><i>The policy does not specifically impact this characteristic.</i></p>
Pregnancy and Maternity	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Pregnancy or Maternity.</p> <p><i>We support expectant parents and caregivers by providing baby-changing facilities, seating areas, and accessible toilets. We ensure that event spaces are comfortable for those who may require additional support.</i></p> <p><i>Individuals who are pregnant or have young children may struggle with access to facilities if there are no appropriate provisions.</i></p> <p><i>Mitigation: Ensure spaces have accessible baby-changing facilities and seating for pregnant individuals. Provide clear information about available amenities.</i></p>
Race	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Race.</p> <p>Rooms/Timetabling may cancel any hire if, in their opinion, the organisation for which the premises are hired has racist/extremist policies</p> <p><i>We actively promote inclusivity and have policies in place to ensure anti-racism and equal access to our facilities. Our hiring process is fair, transparent, and open to all communities.</i></p> <p><i>The policy supports community engagement, which could benefit diverse ethnic groups. However, there is a risk of discrimination in how spaces are allocated.</i></p> <p><i>Mitigation: Ensure the policy is applied consistently and fairly. Monitor uptake by diverse groups to ensure inclusivity.</i></p>
Religion or Belief.	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Religion or Belief.</p> <p>Rooms/Timetabling may cancel any hire if, in their opinion, the organisation for which the premises are hired has racist/extremist policies</p> <p><i>We provide a multi-faith prayer room for those who require a space for religious observance. We also accommodate faith-based events, ensuring all religious groups have equal access to our facilities.</i></p> <p><i>The policy allows for faith services where an appropriate religious building does not exist.</i></p> <p><i>Mitigation: Ensure fair allocation of spaces for religious groups and provide prayer or multi-faith rooms where possible.</i></p>
Sex	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Sex.</p>

	<p><i>We provide a safe and inclusive environment for all genders, ensuring fair access to our spaces. Our safeguarding policies protect all users, particularly women’s groups or vulnerable attendees.</i></p> <p><i>The policy could support women’s organisations and activities. However, there should be safeguards to ensure gender-based discrimination does not occur in bookings.</i></p> <p><i>Mitigation: Monitor usage to ensure fair access for all genders</i></p>
<p>Sexual Orientation</p>	<p>The College Facilities are hired out in accordance with its Equality Diversity and Inclusion Policy. Hirers will not be discriminated against based on Sexual Orientation.</p> <p><i>Our policies explicitly state that LGBTQ+ individuals and groups are welcome. We promote a culture of respect and inclusivity, ensuring that all events hosted on campus align with our commitment to equality.</i></p> <p><i>The policy could benefit LGBTQ+ groups by offering safe and inclusive spaces for events.</i></p> <p><i>Mitigation: Ensure the booking policy explicitly states that discrimination is not tolerated and that inclusive organisations are welcome.</i></p>

Are you able to reduce any potential negative impacts identified? If so, how?

We have not identified any negative impacts.

Compliance with General Equality Duty

Does the policy, procedure or practice comply with the three parts of the general duty?

- **Eliminate discrimination, harassment and victimisation and other conduct prohibited by the [Equality Act \(2010\)](#)**
- **Foster good relations between people from different groups - this involves tackling prejudice and promoting understanding between people from different groups**
- **Advance equality of opportunity between people from different groups**

Yes No

If no, what arrangements could be implemented to better comply with the duty?

What is the EIA outcome?

A positive impact is likely A negative impact is not foreseen

A negative impact is likely A negative impact is probable or certain

Are you able to introduce the policy, procedure or practice without changes? Yes No

If no, what changes will you make before implementation?

Action and Monitoring

What action will be taken, by whom and when?

Ongoing Monitoring and Commitment

We regularly review accessibility and inclusivity within our spaces to improve experiences for all users.

We train staff on equality, diversity, and inclusion to ensure a welcoming environment.

Our booking process is transparent, and we monitor usage to ensure fair and equal access.

We provide multiple feedback channels to address concerns and continuously improve our facilities.

This approach ensures that Glasgow Kelvin College remains an inclusive and accessible space for all external hirers and community groups.

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

Policies are reviewed every three years by the policy lead or as required if there is a legislative change and are approved by the Senior Management Team.

Signed: Roddy MacKenzie/Amrit Bedi

Date: May 2025

NB: Finalisation of central monitoring & identification of compound impact will be undertaken within Equalities Management.

Appendix

Equality Act General Duty requires colleges to have **due regard** to the need to:

1. **Eliminate**
 - a) discrimination,
 - b) harassment,
 - c) victimization; or
 - d) any other prohibited conduct

2. **Advance** equality of opportunity by
 - a) removing or minimising disadvantage
 - b) meeting the needs of particular groups that are different from the needs of others
 - c) encouraging participation in public life

3. **Foster** good relations – tackle prejudice, promote understanding

Protected Characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage And Civil Partnership (applies only in relation to (1a) discrimination in *employment*, not to students)
5. Pregnancy And Maternity
6. Race
7. Religion Or Belief
8. Sex/ Gender
9. Sexual Orientation.