

Equality Impact Assessment

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording actions and any gaps. It also ensures that you have documented evidence that you have paid **due regard** to the protected characteristics in relation to the decisions made.

It is likely that you will have an institutional template for this Assessment but if not the following provides a list of information to be provided / things to be considered.

Please note that the word “policy” is used to cover the wide range of strategies, contracts and other areas that are covered by the Act.

It is also important to note that an equality assessment is an ongoing responsibility – not something that can be done once and then put aside.

1.	Name of policy, project service/function, contract or strategy being analysed	
2.	Department/Service/ Team	
3.	Date	
4.	Name and contact details of staff completing the assessment	

5.	People involved in the analysis			
6.	Brief Description of policy being analysed (Summarise the aims, objectives and purpose of the policy)			
7.	Is this a new policy or a review of an existing one?			
8.	How does the policy fit with the organisation's strategy and priorities?			
9.	Data & Engagement – what information did you gather and use and who have you consulted?			
10.	Findings – Did you discover any adverse or positive impact on any of the following?	Identified Impacts	Actions to Reduce / Eliminate	Monitoring Activities / Outcomes of Actions
	Age			
	Disability			
	Gender Reassignment			
	Sex / Gender			
	Marriage and Civil Partnership			
	Race/Ethnicity/Culture			
	Religion / Belief (including no belief)			
	Sexual Orientation			

Pregnancy and Maternity			
Other (family circumstance, socio economic circumstance, mode of study).			

Signed

Signed

Manager

Director

Date

Date