Equality Impact Assessment Form

# Section 1: Contact details

Please complete your details and contact information in the spaces provided.

|  |  |
| --- | --- |
| EIA Author: |  |
| Partners/decision-makers: |  |
| Job title: |  |
| Faculty/Service Area: |  |
| Email: |  |
| Submission date: |  |

# Section 2: About the policy[[1]](#footnote-1)

Please describe what you are impact assessing and who it applies to.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: |  | | | |
| Aims/description/purpose: |  | | | |
| People it applies to: | ☐ Staff | ☐ Students | ☐ Visitors | ☐ General public |

# Section 3: Gathering data and evidence

Have you identified relevant evidence (qualitative and quantitative) to establish whether this policy could potentially affect some equality groups more than others?

|  |  |  |
| --- | --- | --- |
| Have you analysed equality data for each of the groups identified in Section 2? | ☐ Yes | ☐ No |
| Have you identified/researched anecdotal or alternative evidence? | ☐ Yes | ☐ No |
| Have you attached the evidence to this impact assessment? | ☐ Yes | ☐ No |

# Section 4: Assessing the impact

Based on your evidence, which equality groups might this policy affect more or less than others (if any)?

|  |  |  |  |
| --- | --- | --- | --- |
| Age | ☐ | Race | ☐ |
| Disability | ☐ | Religion and belief (including no belief) | ☐ |
| Gender reassignment | ☐ | Gender | ☐ |
| Marriage and civil partnership | ☐ | Sexual orientation | ☐ |
| Pregnancy and maternity | ☐ | Caring responsibilities | ☐ |

Using examples from the evidence you have collected, please describe the impact (positive, negative or neutral) on the equality groups you have identified above.

**Note:** if you are reviewing a policy/ guidance please reflect on the scope, language used and its application - does it fully promote equality and inclusion?

|  |
| --- |
|  |

# Section 5: Addressing any impact: action planning

Please describe any actions you will undertake as a result of undertaking this assessment – include the timescale for each and who is responsible.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Action** | **Timescale** | **Responsibility** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

# Section 6: Involvement and Consultation

What involvement/consultation activity has been undertaken or is planned in relation to this policy?

|  |  |  |
| --- | --- | --- |
|  | **Involvement/consultation activity** | **Results / Feedback** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

# Section 7: Approval & Publishing

|  |
| --- |
| Signature of EIA author:  Date: |

1. ‘Policy’ refers here to policies, procedures and practices – see guidance notes. [↑](#footnote-ref-1)