# Equality Impact Assessment

**All text in italics should be deleted prior to submission to the EDI Unit.**

|  |
| --- |
| **SECTION A: Proposal Details** |
| **Name of proposal being assessed**  | *Provide the name which will be used for the proposal internally and in any published documents.* |
| **Proposal owner**This should be the name of the person/group with strategic responsibility for the implementation of the proposal. |  |
| **College/Service/Department** | *Provide the name of the department which is responsible for the proposal.* |
| **Reason for EIA (check as appropriate)*****Please check the appropriate box depending on whether it is a new proposal, a change to an existing proposal or a review of an existing proposal.*** | [ ]  New proposal[ ]  Change to an existing proposal[ ]  Review of existing proposal[ ]  Other (please state) |
| Contact Officer | *This should be the name of the person who completes the EIA.* |
| **Review date** | *As a living document, the EIA should be reviewed as the proposal develops to ensure that an impact not present at implementation is assessed. This date should be informed by key proposal milestones and any actions identified in the Action Plan (question 10).* |

|  |  |
| --- | --- |
| **Version control** |  |
| **Version** |  |
| **Date** |  |
| **Replaces version** |  |

|  |
| --- |
| **SECTION B: Proposal Outline & Screening** |
| **1. What is the purpose of the proposal?**Please provide a summary outline of the proposal and what it is trying to achieve.  |
| *Explain what changes are being proposed and how this will impact services, facilities or practices. Make sure it is easy for the reader to understand what is being proposed, providing details of the scope of the proposal and how it differs from any existing provision.* |
| **2. Who does the proposal affect?** Include here a description of any staff, student or stakeholder groups who may be impacted by the proposal. |
| *Be clear about who this proposal is for and which members of the university community will be affected. If possible, it may be helpful to broadly quantify the number of people impacted.* |
| **3. Do you have any legislative, regulatory or other legal requirements?** |
| *Indicate whether the proposal, or any element of it, has a legislative (statutory, regulatory policy) or external requirement, and if so, what that is. If none, state so.**If you are unsure whether your proposal has any statutory requirements, particularly any which relate directly to Equality, Diversity and Inclusion, please contact the Equality, Diversity & Inclusion Unit for further advice.* |
| **4. Is there potential for differential impact (negative or positive) or of discriminating (directly or indirectly) against any people from any protected characteristics? (if Yes, identify how the impact would affect the specific group)** | *The protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.*  |
| **5. Could there be an effect on relations between certain groups?** | *Ask whether the proposal will result in relations amongst groups to be strained or improved; if yes, indicate so.*  |
| **6. Does the proposal explicitly involve, or focus on a particular equalities group, i.e. because they have particular needs?** | *For example, a maternity leave policy.*  |
| If the answers are ‘no’ to questions 4-6 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate. If ‘yes’ to any of the questions, then a full impact assessment must be completed. |
| **SECTION C: Change Proposal (Impact)** |
| **7. What evidence has informed this proposal?** |
| **Information source** What data has been used to evaluate positive / adverse impact on protected characteristics | *Provide details of the information sources used to develop your proposal and what specifically this has told you. There must be a sound, objective evidence base to demonstrate that the proposal put forward has been thought through and is the best option.**Information sources could include monitoring information, surveys, desktop research, journals, trade and professional association publications and reports, user comments / complaints, information held on local systems and relevant evidence from previous consultation / engagement events etc. Consider what this information tells you about your proposal. If there is any evidence to suggest there is potential for disadvantage for particular groups then this should be captured in question 10.* |
| **Gaps in evidence**Please identify any gaps in evidence which prevented a proper assessment of the proposal |  |
| **8. Who have you engaged with about this proposal?** |
| **Consultation 1** | **Date(s)** | *If consultation is spread across many dates, you may include a time frame (i.e. Nov. ’18- Feb. ’19)* |
| **Who** | *Consider carefully who you have/will need to engage/consult with. If your proposal impacts on any particular groups, you will need to engage/consult with them as a matter of priority.* |
| **Main issues raised** | *Capture the main issues raised (you should have formal notes or minutes from your engagements but only the main issues should be captured here). These could be concerns about the proposal or suggestions to improve it or the way it is implemented. If there is concern that there may be disadvantage to a particular group, this should be captured in question 10. Do not attempt to justify the proposal but simply record the issue raised.* |
| **Consultation 2** | **Date(s)** |  |
| **Who** |  |
| **Main issues raised** |  |
| **Consultation 3** | **Date(s)** |  |
| **Who** |  |
| **Main issues raised** | *If you have consultation planned (but has not yet occurred), include that information here.*  |
| **9. Who will implement/deliver the proposal?** Please tell us who you will communicate with about the proposal and how you plan to engage with them.  |
|  *Provide a brief outline of who will deliver the proposal. It is important to note how this will be communicated to anyone who will use, or be affected by, the proposal to ensure that all users have equal and timely access to information.* |

|  |
| --- |
| **10. What are the potential/actual impacts of the proposal on the following characteristics?** |
| **EIA ACTION PLAN** |
| **Reviewed characteristic** | ***Positive impact****A positive impact is one in which a person or people will experience an advantage or benefit.* | ***Negative impact****A negative impact is one in which a person or people will experience a disadvantage.* | **Detail of impact***If there is no impact – you do not need to fill in this section* | **How will you mitigate or remove any identified negative impacts and/or promote any positive impacts?****Can any identified impact be justified for business reasons? If yes, please explain why.** | **Owner of action** | **Timescale** |
| Age | [ ]  | [ ]  | *Explain how the proposal will disproportionately impact people who share the characteristic and/or what the effect of that impact will be on those people. This section should be completed whether the impact is positive or negative. With positive impact, detail the actions you will take to promote the positive impact to the university in the next column.* | *If an identified negative impact cannot be removed or mitigated, explain why this can be justified for business reasons. Where you identify negative impact which cannot be justified for business reasons, you should identify any changes you can make to your proposal which will mitigate or eliminate this.* | *Identify who is responsible for mitigation or elimination* | *Provide brief timescale for completion of mitigation or elimination* |
| Disability | [ ]  | [ ]  |  |  |  |  |
| Gender reassignment | [ ]  | [ ]  |  |  |  |  |
| Marriage and civil partnership | [ ]  | [ ]  |  |  |  |  |
| Pregnancy and maternity | [ ]  | [ ]  |   |  |  |  |
| Race | [ ]  | [ ]  |  |  |  |  |
| Religion or belief | [ ]  | [ ]  |  |  |  |  |
| Sex | [ ]  | [ ]  |  |  |  |  |
| Sexual orientation | [ ]  | [ ]  |  |  |  |  |
| Socio-economic background\* | [ ]  | [ ]  |  |  |  |  |
| Health and Wellbeing\*\* | [ ]  | [ ]  |  |  |  |  |
| Applies to all characteristics  | [ ]  | [ ]  |  |  |  |  |

\*/\*\* Socio-economic background and Health and Wellbeing are not protected characteristics within the Equality Act 2010.

|  |
| --- |
| **SECTION D: Proposal Outcome** |
| Please select one of the outcomes below for how the proposal will be progressed: |
| [ ]  No impact identified at this time. *There have been no equality issues identified as a result of your assessment which disproportionately impact people with reviewed characteristics.* |
| [ ]  Continue the proposal making adjustments where required. *Select this option where there has been an identified impact and you are able take mitigating action to lessen this.* |
| [ ]  Continue the proposal without adjustments for adverse impact. *Select this option where potential/actual adverse impact has been identified, however, the proposal meets critical business need or the benefits of the proposal outweigh the adverse impact.* |
| [ ]  Stop the proposal because adverse impacts cannot be mitigated or prevented. *When the potential/actual adverse impact is considerable, can not be mitigated and there are no justifiable business reasons it may be necessary to stop the proposal.* |
| **SECTION E: Proposal Approval** |
| **Signed by proposal owner** | Signature:Date: |
| **Signed Equality, Diversity and Inclusion Unit*****EDI will either approve the EIA or discuss any required amendment necessary before signing it off for publication. Once approved, the proposal owner is responsible for ensuring that all actions and review dates are met and the EIA updated accordingly. Every time the EIA is updated, you are required to submit it to the EDI Unit for approval.*** | Signature: Date:  |