

Template for a full equality impact assessment

| | |
|--|--|
| Name of the function, strategy, project or policy: | |
|--|--|

| | |
|---|--|
| Name, job title, department, and the telephone number of staff completing the assessment form | |
|---|--|

Step one: identify the policy aims

| |
|---|
| What are the main aims, purpose and outcomes of the function, strategy, project or policy and how does it fit in with the wider aims of the organisation? |
| |

| |
|--|
| List the main activities of the function, project/policy (for strategies list the main policy areas) |
| |

Who are the key stakeholders?

How will the function, policy or strategy be put into practice and who will be responsible for it?

How will progress be measured?

Step two: consider the data and research

What data is available to help inform the impact assessment?

Check available data research, studies, reports, audits, surveys, feedback etc. concerning each equality target group (race, religion/belief, disability, gender, sexual orientation and age) for this particular function or policy and list them below for each area.

Where, if any, are the gaps in the information required? What are the reasons for any lack of information? List them below in each area of race, religion/belief, disability, gender, sexual orientation and age

Is additional information required? If yes what is needed and how will this be carried out?

Step three: analysis of the function or policy

| Does or could the policy or function have any influence on any of the equality strands in relation to: <ul style="list-style-type: none">• promoting equality• eliminating discrimination• achieving equality | Yes | No |
|---|-----|----|
| Race | | |
| Religion or belief | | |
| Disability | | |
| Gender | | |
| Sexual orientation | | |
| Age | | |

Step four: assess the likely impact on equality

| Could the function/strategy/project/policy in the way it is planned/delivered have a negative impact on any of the equality target groups (i.e. it could disadvantage them) or could it have a positive impact on any of the groups, contribute to promoting equality, equal opportunities or improve relations | | | |
|---|-----------------|-----------------|--------|
| Group affected | Positive impact | Negative impact | Reason |
| Ethnic groups | | | |
| Faith groups | | | |
| Disability groups | | | |
| Gender groups | | | |
| Sexual orientation groups | | | |
| Age groups | | | |

| If you have indicated there is a negative impact on any group, is that impact: | Yes | No |
|--|-----|----|
| Lawful? i.e. it is not discriminatory under anti-discriminatory legislation | | |
| Intended? | | |

| Could you minimise or improve any negative impact? Explain how |
|--|
| |

Step five: consider the alternatives

Can changes be made to the function or policy

Can the policy or function be implemented in a different way

Is it possible to consider a different policy, which still achieves your aim, but avoids any adverse impact

Step six: involve and consult relevant stakeholders

What previous or planned consultation (both locally and nationally) on this function/topic/policy/area/project has taken place/will take place with groups/individuals from equality target groups? If there has already been consultation, what does it indicate about negative impact and how people view this function, strategy, project or policy?

| Equality target groups | Summary of consultation carried out or planned |
|---|--|
| Race: black & minority ethnic communities | |
| Faith groups | |
| Disability | |
| Gender | |
| Sexual orientation | |
| Age | |

If there are gaps in your previous or planned consultation and research, are there any experts/relevant groups that can be contacted to get further views or evidence on the issues? Please list them and explain how you will obtain their views.

| |
|--|
| |
|--|

Have you involved your staff (who have or will have direct experience of implementing the strategy/policy/working on the project) in taking forward this impact assessment? If yes how?

| |
|--|
| |
|--|

Step seven: make a decision on the policy

The following matrix may assist in making the decision on whether to adopt the policy/ function and what actions may be needed

| What is the potential risk on the effect of equality (indicate one) | | |
|--|--|--|
| Highly likely to have an adverse effect on equality High risk | May possibly have an adverse effect Moderate risk | Probably will not have adverse effect Low risk |
| Highly likely to promote equality of opportunity and good relations High potential | May have the potential to promote equality and good relations Moderate potential | Probably will not promote equality or good relations Low potential |
| If the potential for risk and benefit occurred, how substantial would these be in terms of the number of people effected and the severity of the problem | | |
| Lots of people from different groups may be affected to some extent | A few people may be adversely affected to some extent | |
| A few people may be affected, but the effect on them will be highly adverse | A lot of people may be severely affected | |

Summarise the findings and give an overview on whether the function or policy will promote equality and diversity

What practical actions are required to reduce or remove any adverse/negative impact?

| |
|--|
| |
|--|

Step eight: reporting results

Give details of how the results of the impact assessment will be published

| |
|--|
| |
|--|

Step nine: monitoring and review

Give details of the monitoring arrangements

| |
|--|
| |
|--|

Signed: Date:

Equality impact assessment action plan

| Issue | Action required | How would you measure impact/ outcomes in practice | Timescale | Responsible officer |
|-------|-----------------|--|-----------|---------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The action plan should be reported on annually to ensure that progress is measured and shared with all stakeholders.

To be completed when consultation and research has been completed

| |
|--|
| <p>As a result of this assessment/consultation/research and available evidence collected, including consultation, state whether there will need to be any changes made/planned to the policy, strategy/function or the action plan.</p> <p>As a result of this assessment/consultation/research and available evidence, is it important that the PCT commissions specific research on this issue or does monitoring/data collection?</p> |
| |

| | | | | |
|---|-----|--|----|--|
| Have you set up a monitoring/evaluation/review process to check the successful implementation of the strategy, project or policy? | Yes | | No | |
| Explain how this will be done? | | | | |
| | | | | |

| |
|---|
| Explain how you plan to publish the result of the assessment? (please refer to notes) |
| |

Signed:

Date:

Print name: