



Equality Impact Assessment

Stage 2: Full Equality Impact Assessment

**Impact Assessment
Reference Code**

To be allocated by Head of Diversity / this should be on your 'Stage 1: Initial Screening Questionnaire

Please give a name to this impact assessment which sums up clearly, but in as few words as possible, the process, policy or function being assessed

Name - this should be the same as on your 'Stage 1: Initial Screening Questionnaire

STEP 1 - IDENTIFYING THE PURPOSE OR AIMS

1. What type of policy, process, project, service or function is this?

Existing *New/ proposed* *Changing/ updated*

2. Please confirm you have attached the relevant Initial Screening Questionnaire, as Section 1, 2, and 3 provide the remainder of the information required for this section.

Initial Screening Questionnaire is attached

STEP 2 - CONSIDERING EXISTING INFORMATION AND WHAT THIS TELLS YOU

3. Please summarise the main data/research and management information in the box below.

<i>Data/ information</i>
<i>What information and data is available from internal systems and process?</i>
<i>Research or comparative information</i>
<i>What external research is available?</i>
<i>Key findings of consultation, involvement and feedback</i>
<i>What evidence is available of the interests and views of service user groups and those affected by the policy?</i>

4. What are the possible impacts or effects for protected groups and service-users (members, public, clients)? *You can use the areas you scored on the Initial Screening Questionnaire as a guide in completing this section.*

<i>Race or ethnicity</i>
<i>Gender and transgender, and marital or partnership status</i>
<i>Age</i>
<i>Disability</i>
<i>Religion or belief/ faith communities</i>
<i>Lesbian, gay, bisexual people</i>
<i>Other socially excluded communities or groups (inc. 'class')</i>
<i>Relationships between or within communities</i>

STEP 3 - ASSESSING THE IMPACT

5. Is there any evidence of higher or lower take-up by any group or community, and if so, how is this explained?

6. Does the geography or demography of service users reveal anything?

7. Do any rules or requirements prevent any groups or communities from using or accessing the service or process?

8. Does the way a service is delivered or the policy create any additional barriers for any groups of disabled people? (DDA duties arising out of DDA 1995)

9. Does the way a service is delivered or the policy create any additional barriers for any other groups or communities? For example, due to limited income or because of the time during the week or day when the service is available? e.g. women, cultural reasons.

10. Do any of these limitations amount to unlawful discrimination?

Yes No

If yes, please explain (referring to relevant legislation) in the box below

11. If No, do they amount to a differential impact which should be addressed?

Yes No

If yes, please give details in the box below.

12. If the impact or effects are adverse for any community or group, can they be defended in order to provide equality for another community under legislation or policy?

Yes No

Please give details below.

13. Do you have enough information to make a judgment?

Yes No

If no, what information do you require, and about which communities?

14. Is it possible to get the information quickly and easily, or is it recommended that the collection of such data be included as an action for the action plan that will be developed? Please detail below.

STEP 4 - INVOLVING THOSE AFFECTED FOR THEIR VIEWS

15. Please outline the steps taken to test out your findings and possible courses of action below.

16. What feedback or responses have you received to the findings and possible courses of action? Please give details below.

17. If you have not been able to carry out any involvement work, please indicate below how you intend to test out your findings and recommended actions, and meet the requirements of the act.

18. If you are impact assessing proposals, what steps have been taken to ensure that stakeholders have been able to voice their opinions on the proposals or the need for change?

STEP 5 - DEALING WITH ADVERSE OR UNLAWFUL IMPACT

19. What can be done to improve the policy, service, function or any proposals in order to reduce or remove any adverse impact or effects identified?

20. What would be needed to be able to do this? Are the resources likely to be available?

21. What other support or changes would be necessary to carry out these actions?

22. Is procurement likely to be an element of this project? What could be included as part of the procurement process to minimize impact?

STEP 6 – DECISION TO PROCEED

23. Sign off & authorisation for project to proceed

A DRAFT of Sections 7 & 8 (below) should be included at this stage, but these may continue to be finalised after the project is authorised

	Details		
Who is responsible for this area of work?			
Which department and/or committee is responsible for this area of work?			
	Draft Plan	Final Plan	Complete (<i>Projects only</i>)
Who completed this impact assessment?	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Line Manager / Head of Dept.	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Chief/Deputy Chief Exec. (<i>where required</i>)	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Senior Management Team (<i>where required</i>)	<i>Date of meeting</i>	<i>Date of meeting</i>	<i>Date of meeting</i>
President's Committee (<i>where required</i>)	<i>n/a</i>	<i>Date of meeting</i>	<i>Date of meeting</i>
Council (<i>where required</i>)	<i>n/a</i>	<i>Date of meeting</i>	<i>Date of meeting</i>

STEP 7 - ACTION PLANNING

Please outline your proposed action plan below.

Issues/ adverse impact identified	Proposed action/ objectives to deal with adverse impact	Targets/Measure	Timeframe	Responsibility	Indicate whether agreed

STEP 8 - ARRANGEMENTS FOR MONITORING AND REVIEW

Please outline your arrangements for future monitoring and review below.

Agreed action	Monitoring arrangements	Timeframe	Responsibility	Added to Service Plan, Equality Strategy etc.

Date completed:

Signed:

Name:

Position: