

Equality Impact Assessment

1. Introduction

Division:	Choose an item.
Name of activity:	Click or tap here to enter text.
Type of activity:	Choose an item. If other, please specify: Click or tap here to enter text.
Completed by:	Click or tap here to enter text.
Date completed:	Click or tap to enter a date.
Date approved by Head of Service	Click or tap to enter a date.

2. About the activity

Please note the term “activity” is used here to include any new services proposed for introduction, changes to an existing service, withdrawal of an existing service, any new policy or strategy or change to an existing policy or strategy, and any project.

What is the main purpose of the activity? <i>Please explain in a short paragraph</i>	
Click or tap here to enter text.	
Why is it being introduced / reviewed / changed? <i>This could be, for example because of new government legalisation or guidance, changing services user needs, or financial reasons</i>	
Click or tap here to enter text.	
Who is the intended audience or target group?	
Internal audience or group:	Choose an item.
External audience or group:	Choose an item.
If other, please specify below and provide details how the audience or target group will benefit?	
Click or tap here to enter text.	

Have you already consulted on / researched the activity?

Please provide a brief explanation of the work that has been undertaken and any key findings / data. Are there any gaps that need further investigation?

Click or tap here to enter text.

3. Assessing potential impact

When undertaking your assessment, it is important to think about every stage of the process regarding the activity. This includes the design phase, consultation, delivery phase and post completion of the activity. Information about the protected characteristic groups as defined by the Equality Act is available [here](#). You should also use this assessment to consider impacts on other vulnerable groups such as those on low incomes.

Impact on people with a protected characteristic	
Is there a potential positive or negative impact based on the following?	
Age (older / younger people, children)	Choose an item.
Disability (people with physical / sensory impairment or mental disability)	Choose an item.
Gender reassignment (the process of transitioning from one gender to another.)	Choose an item.
Marriage & civil partnership (Marriage is defined as a 'union between a man and a woman'. Civil partnerships are legally recognised for same-sex couples)	Choose an item.
Pregnancy & maternity (Pregnancy is the condition of being pregnant & maternity refers to the period after the birth)	Choose an item.
Race (ethnicity, colour, nationality or national origins & including gypsies, travellers, refugees & asylum seekers)	Choose an item.
Religion & belief (religious faith or other group with a recognised belief system)	Choose an item.
Sex (male / female)	Choose an item.

Sexual orientation (heterosexual, gay, lesbian, or bisexual,)	Choose an item.
Whilst Socio economic disadvantage that people may face is not a protected characteristic; the potential impact on this group should be also considered	Choose an item.

<p>What evidence has been used to assess the likely impacts? <i>(e.g. demographic profiles, research reports, academic research, benchmarking reports, consultation activities, staff surveys, customer surveys, public surveys, complaints, grievances, disciplinary cases, employment tribunal cases, ombudsman cases, media reports)</i></p>
Click or tap here to enter text.
<p>What resource implications are there to deliver actions from this EIA? <i>(Quantify: people, time, budget, etc.)</i></p>
Click or tap here to enter text.

4. Outcome following initial assessment

<p>Does the activity have a <u>positive</u> impact on any of the protected groups, or contribute to promoting equality, equal opportunities and improving relations within target groups?</p>	Choose an item.
<p><i>If yes, record the evidence below. If no STOP and re-examine the activity.</i></p> <p>Click or tap here to enter text.</p>	
<p>Does the activity have a <u>negative</u> impact on any of the protected groups, i.e. disadvantage them in any way?</p>	Choose an item.
<p><i>If yes, identify the necessary changes and record appropriate actions below. If no, record the evidence and assessment is complete.</i></p> <p>Click or tap here to enter text.</p>	

5. Decision following the initial assessment

Continue with existing activity or introduce new / planned activity	Choose an item.
Amend activity based on identified actions	Choose an item.

Has the EIA identified any positive or negative impact on any of the protected groups which requires action? <i>e.g., adjustments to the approach or documents, changes to terminology, broadening parameters of policy, etc. If so, record any actions to be undertaken and monitored</i>			
Impact identified	Action required	Lead Officer	Deadline

6. Monitoring & Review

How do you propose to monitor and review the impact of your proposal? <i>Please outline how you will monitor the impact of your proposal, once implemented, on protected characteristic groups, and what the mechanisms for review are.</i>

Date of last review or Impact Assessment:	Click or tap to enter a date.
Date of next 12-month review:	Click or tap to enter a date.
Date of next 3-year Impact Assessment (from the date of this EIA):	Click or tap to enter a date.
Date Sent to HR and Organisational Development Team:	Click or tap to enter a date.