

## EQUALITY IMPACT ASSESSMENT SCREENING

The screening of policy, strategy, process, project or function should be undertaken at an early stage as policy or legislative proposal is being developed. Information provided should be based on existing research and statistics studies.

<b>1. Name of Policy/Project/Strategy/</b>	This is: <input type="checkbox"/> New Policy <input type="checkbox"/> A change to existing policy <input type="checkbox"/> Existing policy <input type="checkbox"/> A pilot or programme
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<b>2. Screening undertaken by:</b>	
Director or Divisional Manager	
Policy Writer / Lead	
Other people involved in the screening	

<b>3. Brief description of policy</b> (including aims, objectives and projected outcomes)
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<b>4. Relevance to Equality and Diversity Duties</b>  <input type="checkbox"/> Race Equality Scheme? <input type="checkbox"/> Disability Equality Scheme? <input type="checkbox"/> Gender Equality Action Plan? <input type="checkbox"/> Other (departmental or national) equality priorities?  Think about the policy from the perspectives of different groups in society. Will the policy affect any group(s) differently to others? In particular, will it differentially affect:  <input type="checkbox"/> Black, Asian or other minority ethnic and / or cultural groups?
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Disabled people?  
 Women or men or transgender people?  
 Lesbians, gay men, and / or bisexual people?  
 Different religious communities / groups?  
 Older people or children & young people?

Are any of these groups likely to have different needs?    Yes/ No

**5. Evidence base for screening**

List evidence sources used to make the screening assessment (i.e. the known evidence)

Consider whether there are any significant gaps in the known evidence base and list here your recommendations for how those gaps will be filled.

**6. Remembering the requirements of the equality duties:**

- Elimination of Discrimination and Harassment
- Tackling disadvantage and promoting Equality of Opportunity
- Promoting Good Relations between different racial groups
- Promoting positive attitudes towards disabled people
- Increasing the participation of disabled people and other under-represented groups in civic and community life

From the known evidence and strategic thinking, what are the key risks (adverse impacts) and opportunities (positive impacts & opportunities to promote equality) this policy might present?

	<b>Risk</b>	<b>Opportunities</b>
<b>Race</b>		
<b>Disability</b>		
<b>Gender</b>		
<b>Sexual Orientation</b>		
<b>Age</b>		

<b>Religion / Belief</b>		
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**7. Proportionality**

describe the scale and likelihood of these risks and opportunities:

**8. Decision**

Set out the rational for deciding whether or not to proceed to full impact assessment

If your initial screening has identified the need to proceed to full impact assessment please complete Appendix II. If you do not need to progress please submit your initial screening form to [EIAsupport@seeda.co.uk](mailto:EIAsupport@seeda.co.uk) and keep a copy on file for yourself.

## EQUALITY IMPACT ASSESSMENT

### 1. Name of policy

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### 2. Full Assessment undertaken by:

Director or Divisional Manager	
Policy Writer / Lead	
Other people involved in the assessment	

### 3. Scope of the Assessment

Summarising from the initial screening, please set out the scope and focus of the full assessment:

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### 4. Evidence Sources

Please itemise evidence sources, stating when the evidence was conducted/gathered. State also which equality target areas (race, gender etc) were considered.

<b>4.1. Data</b>	
Sources (with dates):	Equality Target Areas:
<b>4.2. Research</b>	
Sources (with dates):	Equality Target Areas:
<b>4.3. Consultation</b>	
Existing Consultation Evidence (with dates): <ul style="list-style-type: none"> <li>• Internal (Staff, Unions etc)</li> <li>• Stakeholder Groups</li> <li>• The Public</li> </ul>	Equality Target Areas:

New consultation (with dates): <ul style="list-style-type: none"> <li>• Internal (Staff, Unions etc)</li> <li>• Stakeholder Groups</li> <li>• The Public</li> </ul>	Equality Target Areas:

5. Summary of Key Insights, by Equality Strands		
Equality Strand	Key Insights	Assessment of scale of potential impact - positive or adverse
<b>RACE</b>		
e.g. BME Communities (if general), Black African, Refugee Communities (if specific)		
<b>DISABILITY</b>		
e.g. Disabled people (if general), people with learning disabilities, Blind / Visually Impaired people		
<b>GENDER</b>		
e.g. Women, Men, Transgender people		
<b>AGE</b>		
e.g. People over state retirement age, 16 - 21 year olds, Children		
<b>SEXUAL ORIENTATION</b>		
e.g. Lesbians, Gay men, Bisexual People		
<b>RELIGION / BELIEF</b>		
e.g. Muslims, Hindus		

<p><b>6. Summary of the Assessment</b></p> <p>Summarising the consultations drawn from this assessment process, setting out clearly: what the adverse impacts are and how these will be addressed; and what the positive impacts are and how these will be maximised i.e.</p> <ul style="list-style-type: none"> <li>• Whether the policy has the potential to cause unlawful direct or indirect discrimination</li> <li>• How the policy will:</li> </ul>
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- Deal with existing discrimination and harassment
- Promote equality of opportunity
- Promote good relations between different racial groups and good community relations more generally
- Promote positive attitudes towards disabled people and towards other groups discriminated against in society
- Increase the participation of disabled people and other under-represented groups in civic and community life

#### **7. Monitoring and Review**

How will the impact of the policy be monitored and how may stakeholders and the target equality groups continue to be involved / engaged in this area of policy?

## 8. Action Plan

Actions taken or proposed	Rational for the Action	Beneficiaries of the Action	Timing	Responsibility
<b>Changes made: changes that have been made to policy as a result of the impact Assessment.</b>				
<b>Mitigation: For areas where a policy may have a differential impact on certain groups, what arrangements are in place or proposed to mitigate these effects?</b>				
<b>Justification: For areas where a policy may have an adverse impact on certain groups, but there is good reason not to mitigate.</b>				
<b>Opportunities: Please state actions designed to maximise positive effects - i.e. where opportunities are identified for: promoting equality, good relations between groups or knowledge about groups; or addressing current inequalities.</b>				

Once appendix II is completed please keep a copy for yourself and submit a copy to [EIAsupport@seeda.co.uk](mailto:EIAsupport@seeda.co.uk).