

Equality Impact Assessment (EqIA) Proforma

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An EqIA is a tool to assess whether a decision, policy, service or function pays 'due regard' to the Public Sector Equality Duty (PSED).

This Duty requires public bodies to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations

The Equality Duty covers the following **9 protected characteristics**:

Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, marriage and civil partnership. In addition, this EqIA process includes; **care experience, rurality, socio-economic status** and the **armed forces community.**

The EqIA process has two stages:

- **Screening EqIA:** This checks whether a decision, policy, service or function pays due regard to the Equality Duty; to provide any high-level advice or take immediate action; to determine if a full EqIA is required.
- **Full EqIA:** Sometimes called Equality Analysis, this looks at a decision, policy, service or function with supporting data, information, research and evidence from consultation/engagement. The EIA covers the nine protected characteristics as well as rurality, socio-economic status, care experience and armed forces personnel/ veterans. A full EqIA includes an action plan.

Where an EqIA relates to a Council Member Decision it should be included as an appendix to the committee report.

Equality Impact Assessment – Screening

1) Decision/Policy/Service/Function

State title and whether it is a decision/policy/service/function.

2) Background and summary of Equality Advice

State the purpose/ relevance of the decision/policy/strategy/function to equality and highlight any equality impacts

3) Consultation

List any relevant consultations and consultees (completed and pending):

4) Equality screening

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
Age				
Disability				
Gender reassignment				
Marriage or civil partnership				
Pregnancy or maternity				
Race				
Religion or belief				
Sex				

Equality protected characteristic	Impact Y/N	Describe impact (if Yes)	Measures to address impact (if Yes)	Full EqIA needed Y/N
Sexual orientation				
Care Experience				
People in rural areas				
Socio-economic status				
Armed-forces personnel/veterans				
General (other considerations)				

5) Full EqIA required (evidence of substantial impact)?

Yes

No

Full Equality Impact Assessment template

Section 1: About the Decision, Policy, Service or Function

Name and relevance of Decision/Policy/Service/Function being assessed to the PSED	
Job Title of Officer completing EIA	
Department/service area	
Telephone number and email contact	
Date of Assessment	
Objectives of decision/policy/service/function. Which objectives relate to the PSED?	
Key stakeholders and consultees	

Section 2: Information Gathering

What **relevant** information, evidence, data and research have you used to build up a picture of the likely impacts of your decision/policy/service/function on the protected characteristic and other groups listed below.

Information source	Location of information (give a link here if applicable)	What does the data/information tell us?

Add rows as necessary.

Section 3: Assessment of impact

From the information above identify the impacts on each of the groups below of your proposal.

Equality group	Positive (tick)	Adverse (tick)	Neutral (tick)	What is the impact?	Mitigating actions proposed (to address adverse impact)
Age					
Disability					
Gender reassignment					
Marriage and civil partnership status					
Pregnancy and maternity					
Race					
Religion and/or belief					
Sex					
Sexual orientation					
Care Experience					
People in rural areas					
Socio-economic status					
Armed-forces personnel/veterans					

Section 4: Action Planning

What is the negative/adverse impact or area for further action	Actions proposed to reduce/eliminate the negative impact	Who will lead on the actions?	Resource implications/ resources required	When? (target completion date)	Monitoring Arrangements

Add rows as necessary.

Section 5. Outcome of Equality Impact Assessment (tick appropriate box)

No major change needed - the analysis shows the policy is robust and evidence shows no potential for discrimination.	<input type="checkbox"/>
Adjust the policy/service/function - alternatives have been considered and steps taken to remove barriers or to better advance equality.	<input type="checkbox"/>
Complete the action plan.	<input type="checkbox"/>
Adverse impact(s) identified but continue - this will need a justification or reason. Complete the action plan.	<input type="checkbox"/>

Section 6. Review

Date of next review of the Equality Impact Assessment	Who will carry out this review?