



EQUALITY IMPACT ASSESSMENT

The Equality Impact Assessment Standard Operating Procedure/Guidance must be used when completing this form:

Protective Marking: Not Protectively Marked Publication Yes

Title:

Branch / OCU:

Date Created

Review Date:

Version:

Author:

| | | |
|-----------------------------|-------------|------------|
| Person completing EIA: | | |
| Signed: _____ | Date: _____ | |
| Person supervising EIA: | | |
| Signed _____ | Date: _____ | |
| Quality Assurance approval: | | |
| Name _____ | Unit _____ | Date _____ |

| | | |
|--|---------------------|----|
| Decision Making | | |
| Decision Maker | | |
| Name _____ | Rank or Grade _____ | |
| What is the decision? | | |
| Reject the proposal | Yes | No |
| Implement the proposal | Yes | No |
| Produce an alternate proposal (if so, a new impact assessment must be completed) | Yes | No |
| SMT / (B)OCU/Management Board endorsing decision | | |
| Name _____ | Rank or Grade _____ | |

1. Aims and Purpose of Proposal – see step 1 of the guidance [insert hyperlink](#)

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

1. Examination of Available Information – see step 2 of the guidance [insert hyperlink](#)

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

3. Screening Process for relevance to Diversity and Equality issues – see step 3 of guidance [insert hyperlink](#)

Does this proposal have any relevance to:

| | | | | | |
|----|--------------------|-----|--|----|--|
| a) | Age | Yes | | No | |
| a) | Disability | Yes | | No | |
| a) | Faith | Yes | | No | |
| a) | Gender | Yes | | No | |
| a) | Race | Yes | | No | |
| a) | Sexual Orientation | Yes | | No | |
| a) | Other Issues | Yes | | No | |

4. From the answers supplied, you must decide if the proposal impacts upon diversity or equality issues. If yes, a full impact assessment is required. [insert hyperlink](#)

| | | | | |
|----------------------------------|-----|--|----|--|
| Full Impact Assessment Required? | Yes | | No | |
|----------------------------------|-----|--|----|--|

| |
|---|
| 6. Full Impact Assessment – see step 6 of the guidance insert hyperlink |
| Explain the potential impact (whether intended or unintended, positive or negative) of the proposal on individuals or groups on account of: |
| Age |
| |
| Disability |
| |
| Religion and Belief |
| |
| Gender |
| |
| Race |
| |
| Sexual Orientation |
| |
| Other issues |
| |

| |
|---|
| 7. Monitoring – see step 7 of the guidance insert hyperlink |
| a. How will the implementation of the proposal be monitored and by whom? |
| |
| b. How will the results of monitoring be used to develop this proposal and its practices? |
| |
| c. What is the timetable for monitoring, with dates? |
| |

| |
|---|
| 8. Public Availability of reports / results - see step 8 of guidance insert hyperlink |
| What are the arrangements of publishing, where and by whom? |
| |