

Equality Impact: Screening and Assessment Form

Section 1: Policy details - policy is shorthand for any activity of the organisation and could include strategies, criteria, provisions, functions, practices and activities including the delivery of our service.	
a. Name of policy or practice (list also any linked policies or decisions)	
Name of department	
Name of Lead	
Equality Impact Assessment Team [names, job roles]	
Date of assessment	
Who are the main target groups / who will be affected by the policy?	
What are the intended outcomes / purpose of the policy?	
Is the policy relevant to the General Duty to eliminate discrimination? advance equality of opportunity? foster good relations? If so, how will it have impact?	
If yes to any of the three needs complete all sections of the form (2- 7) If no to all of the three needs provide brief detail as to why this is the case and complete only section 7 If don't know: complete sections 2 and 3 to help	

Further research? Consultation? Other	
Note: specific actions relating to these measures can be listed at section 5	

Section 3: Analysis of positive and negative impacts Please detail impacts in relation to the three needs specifying where the impact is in relation to a particular need - eliminating discrimination, advancing equality of opportunity and fostering good relations			
Protected characteristics	i. Eliminating discrimination	ii. Advancing equality of opportunity	iii. Fostering good relations
Age – consider older people / those in their middle years and young people / children			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Disability – consider physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems			
Positive impacts			
Negative impacts			
Opportunities to enhance equality			
Gender reassignment – consider people transitioning from male to female and			

female to male	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Gender / sex – consider men (include trans men), women (include trans women) and non-binary people	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Marriage / civil partnership – consider people who are unmarried, married or in a civil partnership	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Pregnancy / maternity – consider matters relating to women and those with same sex partners	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	

Race – consider Gypsy/Travellers, migrant workers, those whose first language is not English, Refugees and Asylum seekers	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Religion / belief – consider people with different religions or beliefs and those with no religion or belief	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Sexual orientation – consider Lesbian, Gay, Bisexual and Heterosexual people	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Health inequalities / cross cutting issues – consider socio- economic disadvantage, e.g. income / people on benefits, single	

<p>parents, employment, homelessness, education, health, vulnerable families (e.g. carers, young mothers, people experiencing domestic abuse, children / adults at risk of statutory measures), looked after children and young people, those in the criminal justice system, those who live in the most deprived communities, people with low literacy/numeracy, people misusing substances, people living in rural areas</p>	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Staff – consider those employed part-time, full-time and those working shifts	
Positive impacts	
Negative impacts	
Opportunities to enhance equality	
Equality & Human Rights	How will this policy have impact on the following?

Enabling people to have more control of their social/work environment	
Reducing differences in status between different groups of people	
Promoting participation, inclusion, dignity and control over decisions	
Building family support networks, resilience and community capacity	
Reducing crime and fear of crime including hate crime	
Protecting vulnerable children and adults	
Promoting healthier lifestyles including: diet and nutrition, sexual health, substance misuse, physical activity, life skills	

Section 4: Addressing impacts	
Select which of the following apply to your policy and give a brief explanation - to be expanded in Section 5: Action plan	
	Reasons
a. No major change - the EQIA shows that the policy is robust, there is no potential for discrimination or adverse impact and all opportunities to promote equality have been taken	

<p>b. Adjust the policy – the EQIA identifies potential problems or missed opportunities and you are making adjustments or introducing new measures to the policy to remove barriers or promote equality or foster good relations</p>	
<p>c. Continue the development and implementation of the policy without adjustments – the EQIA identifies potential for adverse impact or missed opportunity to promote equality. Justifications for continuing without making changes must be clearly set out, these should be compelling and in line with the duty to have due regard. See option d. if you find unlawful discrimination. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	
<p>d. Stop and remove the policy - there is actual or potential unlawful discrimination that cannot be mitigated. The policy must be stopped and removed or changed. Before choosing this option you must contact the Equalities Manager to discuss the implications.</p>	

Section 5: Action plan

Please describe the action / recommendations that will be taken following the assessment in order to reduce or remove any negative / adverse impacts, promote any positive impacts, or gather further information or evidence or further consultation.

Action / recommendation	Output	Outcome	Lead responsible	Date	Protected characteristic / cross cutting issue*

* list which characteristic is relevant - age, disability, gender reassignment, gender / sex, marriage and civil partnership, pregnancy and maternity, race, religion / belief, sexual orientation or cross cutting issue e.g. poor mental health, illiteracy etc

Section 6: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

	Details
a. How will the policy be monitored? Provide dates as appropriate	
b. What equalities monitoring will be put in place?	
c. When will the policy be reviewed? Provide a review date.	

Section 7: Sign off

Please provide signatures as appropriate

Name of Lead	Title	Signature	Date
Completed form: copy of completed form to be retained by department and copy forwarded to Equalities Manager for publication on Service website			
Provide date this was sent			

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