

Equality Impact Assessment Form

Revised Nov 2018

Name and brief description of proposal / policy / service being assessed

Click once and type. Briefly summarise the service or proposal including key aims and any relevant context; note timescales for planned changes; use plain language; refer to other document if needed

Information used to analyse the effects on equality, diversity and inclusion

Click once and type. Note any relevant data considered including both quantitative and qualitative data. If you consulted, identify who took part, and key findings; refer to or attach other document(s) if needed

Based on the information considered above – how does the proposal (or how likely is it that the proposal) will impact differently on people with these characteristics. Consider the impact as widely as possible (including the effect on staff, customers, stakeholders etc.)

	Could particularly benefit (X)	May adversely impact (X)	Reasons	Is any action required? (to reduce negative or increase positive impact)	Details of actions planned or an explanation of why action is not possible
People from different ethnic groups	<input type="checkbox"/>	<input type="checkbox"/>	Click once and type. Refer to or attach other docs if needed. Analysis should be as rigorous as possible and consider practical impacts on people. N.b. the level of detail should be proportionate to the potential impact of the proposal / policy / service.	Y / N	Click once and type. Refer to other document if needed; ensure actions are SMART. Note any ways the service or proposal (or its overall aims) have been adjusted to reduce negative or increase positive impact.
Men, women, non-binary (including maternity/ pregnancy)	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	
Those who have transitioned (i.e. those who have transitioned from the gender they were assigned at birth)					
People with disabilities and carers	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	
People from different faith groups or those without a faith	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	
People with different sexual orientations (e.g. heterosexual, lesbian, gay or bisexual people, heterosexual)	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	
People of different ages	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	
Other groups (e.g. marriage/civil partnership, looked after children, cohesion)	<input type="checkbox"/>	<input type="checkbox"/>		Y / N	

Outcome(s) of equality impact assessment:

No major change needed Adjust the policy Adverse impact but continue Stop and remove the policy/proposal

Arrangements for future monitoring of equality impact of this proposal / policy / service:

Note when assessment will be reviewed (e.g. Review assessment in 6 months or annual review); Note any equality monitoring indicators to be used

Approved by (manager signature): The assessment must be signed off by the manager responsible for the service or proposal. Include a contact tel and email to allow citizen/stakeholder feedback on proposals