

---

## Screening template

Please use the following template to help determine whether an equality impact assessment (EIA) is required.

Name of the policy
--------------------

Author
--------

Name:	Job title and directorates:	Date:	Signature:
-------	--------------------------------	-------	------------

<b>Does the policy require an equality impact assessment (EIA)?</b>
Please answer the following questions.
<b>1. What are the main aims, purpose and outcomes of the function, strategy, project or policy and how do these fit in with the wider aims of the organisation?</b>

**2. How will these aims affect our duty to:**

1. Promote equality of opportunity?
2. Eliminate discrimination?
3. Eliminate harassment?
4. Promote good community relations?
5. Promote positive attitudes towards disabled people?
6. Encourage participation of disabled people?
7. Consider more favourable treatment of disabled people?
8. Protect and promote human rights?

**3. Are there any aspects of the policy, including how it is delivered, or accessed, that could contribute to inequality? This should relate to all areas of our remit, including human rights.**

**4. Will the policy have an impact (positive or negative) upon the lives of people, including members of particular communities and groups? What evidence do you have for this?**

**5. Are particular communities or groups likely to have different needs, experiences and attitudes in relation to the policy?**

**Is an EIA required?**

If your answer to question 2 has identified potential effects and you have answered yes to any of the questions 3, 4, or 5, then you should carry out a full EIA. Before proceeding with the EIA you should discuss the scope of the assessment with colleagues from the equality team. You should then move on to use the main EIA tool to carry out the assessment.

If the policy is not relevant to any aspect of the Commission's duties or wider equality responsibilities, there is no need to conduct an EIA. In this event, please contact the equality team to discuss this decision. If an EIA is not required, please sign the declaration below.

The policy does not have a significant impact upon equality issues and therefore does not require an EIA.

<b>Author of policy and EIA</b>			
Name:	Job title and directorate:	Date:	Signature:
Quality check: screening document has been checked by:			
Name:	Date:	Signature:	
<b>Director level (sign-off)</b>			
Name:	Job title and directorate:	Date:	Signature:

---

## **Step 1– scoping the equality impact assessment (EIA)**

Building on the material included at the screening stage, you should begin the EIA by determining its scope. The EIA should consider the impact or likely impact of the policy in relation to all areas of our remit, including human rights. The EIA should be proportionate to the significance and coverage of the policy.

<b>Name of the policy</b>
<b>What are the main aims, purpose and outcomes of the policy and how does it fit in with the wider aims of the organisation?</b>
<b>List the main activities relating to the policy and identify who is likely to benefit from it</b>

**What do you already know about the relevance of the policy? What are the main issues you need to consider?**

Some things to consider:

- How is the policy likely to affect the promotion of equality in the areas of age, disability, gender, gender reassignment, race, religion or belief, sexual orientation, or human rights?
- How do you think that the policy will meet the needs of different communities and groups?
- What consultation has already been undertaken which is relevant to the development of this policy?
- Are there any examples of existing good practice in this area – such as measures to improve access to the policy among particular groups?
- Do you think that your policy presents any problems or barriers to any community or group?

**What data, research and other evidence or information is available which will be relevant to this EIA?**

**What further data or information do you need to carry out the assessment?**

---

## Step 2 – involvement and consultation

When considering how you will involve and consult other people in developing the policy, you need to think about internal and external audiences and all areas of our remit.

Please use the table directly below to outline any previous involvement or consultation which is relevant to this policy.	
<b>Equality target group</b>	<b>Briefly describe what you did, with whom, when and where. Please provide a brief summary of the responses gained and links to relevant documents, as well as any actions.</b>
<b>Age</b>	
<b>Disability</b>	
<b>Gender</b>	
<b>Gender reassignment</b>	
<b>Race</b>	
<b>Religion or belief</b>	
<b>Sexual orientation</b>	
<b>Human rights</b>	

**What do previous consultations show about the potential take-up of any resulting activities or services?**

---

### **Step 3 – data collection and evidence**

**What evidence or information do you already have about how this policy might affect equality in any of the areas covered by our remit, or human rights, and what does this tell you?**

Please cite any quantitative (for example, statistical or research) and qualitative evidence (for example, monitoring data, complaints, surveys, focus groups, questionnaires, meetings, interviews) relating to groups having different needs, experiences or attitudes in relation to this project. Describe briefly what evidence you have used.

**What does available data tell you about the potential take-up of any resulting activities or services?**

**What additional research or data is required to fill any gaps in your understanding of the potential or known effects of the policy? Have you considered commissioning new data or research?**



---

## **Step 4 –assessing impact and strengthening the policy**

What evidence do you have about how the policy will affect different groups and communities in relation to equality and human rights?

### **How does/will the policy and resulting activities affect different communities and groups?**

Some things to consider:

- Is there any potential for, or known, adverse or positive impacts of the policy?
- You should consider how the policy might affect communities with small populations; people affected by discrimination in multiple areas of equality (age, disability, gender, gender reassignment, race, religion or belief, and sexual orientation); specific interest groups such as small businesses, voluntary sector agencies and other service providers.
- Are there examples of good practice that can be built on?
- You may wish to consider how the policy will be delivered or communicated.



**What measures does, or could, the policy include to help promote equality of opportunity?**

- For example, positive measures designed to address disadvantage and reach different communities or groups?

**What measures does, or could, the policy include to address existing patterns of discrimination, harassment or disproportionality?**

**What impact will the policy have on promoting good relations and wider community cohesion?**

**If the policy is likely to have a negative effect ('adverse impact'), what are the reasons for this?**

Including direct or indirect discrimination.

**What practical changes will help reduce any adverse impact on particular groups?**

- For example:  
Changes in communication methods, providing language support, collecting data, revising programmes or involvement activities.
- Have you considered our legal responsibilities under the Disability Discrimination Act, including treating disabled people more favourably where necessary?

**What evidence is there that actions to address any negative effects on one area of equality may affect other areas of equality or human rights?**

**What will be done to improve access to, and take-up of, services or understanding of the policy?**

Some things to consider:

- Increasing awareness of the policy among staff.
- Reviewing your staffing profile to make sure you reach all parts of local communities.
- Encouraging wider public involvement in our work or communications activities.
- Encourage different groups, including disabled people, to get involved in what we do.

Please note that you may need to revisit this section once you have completed the policy development process.

---

## Step 5 – procurement and partnerships

### **Consideration of external contractor obligations and partnership working**

Is this project due to be carried out wholly or partly by contractors? If yes, have you done any work to include equality and human rights considerations into the contract already?

If you have, please set out what steps you will take to build into all stages of the procurement process the requirement to consider the general equality duties and equality more broadly.

Specifically you should set out how you will make sure that any partner you work with complies with equality and human rights legislation. You will need to think about:

- tendering and specifications
- awards processes
- contract clauses
- performance measures, and
- monitoring and performance measures.

---

## Step 6 – making a decision

**Summarise your findings and give an overview of whether the policy will meet the Commission's responsibilities in relation to equality and human rights**

**What practical actions do you recommend to reduce, justify or remove any adverse/negative impact?**

Please note that these should be reflected in the action plan (see Step 8).

---

## Step 7 – monitoring, evaluating and reviewing

**How will the recommendations of this assessment be built into wider planning and review processes?**

- This may include policy reviews, annual plans and use of performance management systems.

**How will you monitor the impact and effectiveness of the new policy?**

- This could include adaptations or extensions to current monitoring systems, relevant timeframes and a commitment to carry out an EIA review once the policy has been in place for one year.

**Give details of how the results of the impact assessment will be published**

## Step 8 – action plan

Taking into consideration the responses outlined in Steps 1-7, complete the action plan below.				
	Actions	Target date	Responsible post holder and Directorate	Monitoring post holder and Directorate
Involvement and consultation				
Data collection and evidence				
Assessment and analysis				
Procurement and partnerships				
Monitoring, evaluating and reviewing				

---

## Step 9 – sign-off

**The final stage of the EIA is to formally sign off the document as being a complete, rigorous and robust assessment**

The policy has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

### Author of policy and EIA

Name:	Job title and directorate:	Date:	Signature:
-------	-------------------------------	-------	------------

### Quality check: screening document has been checked by:

Name:	Date:	Signature:
-------	-------	------------

### Director level (sign-off)

Name:	Job title and directorate:	Date:	Signature:
-------	-------------------------------	-------	------------

