

EQUALITY IMPACT ASSESSMENT

Policy/Procedure/Project Title	
Policy/Procedure/Project Version and Issue Date	
Assessment Date	

Each equality impact assessment should be carried out by a group of three people to ensure that a consensus can be achieved. Details of the assessment group should be recorded in the table below for monitoring purposes:

Assessment Group Leader	
Assessment Group Member names	

Step 1: Identify aims of the policy, procedure or project

<p>What is the purpose of the policy, procedure or project?</p>
<p>Who is affected or intended to benefit from this and in what way?</p>

Step 2: Consider the evidence

<p>What data or evidence do you intend to use for the purposes of the assessment?</p>

Step 3: Assess likely impact

What does the information you have tell you about how this policy, procedure or project might **impact positively** on people who share protected characteristics?

What does the information you have tell you about how this policy, procedure or project might **impact negatively** on people who share protected characteristics?

Are there **other factors** that might help us understand the data?

Step 4: Taking action

What changes to the policy, procedure or project could be introduced to **advance equality**?

Step 5: Consultation

What consultation have you carried out?

How successful has this been, and what can you do in the future to improve this process if necessary?

Step 6: Make monitoring arrangements

How will the policy, procedure or project be monitored?

Step 7: Taking action

What action will you take as a result of this assessment?