

# Equality Impact Assessment Form – User Guide

Quite simply, the Equality Impact Assessment form will ensure we fully investigate and take into consideration all potential impacts on equality groups (those protected by the Equality Act) when planning a change.

## **Section 1 – Identifying details**

This section is self-explanatory and describes the ownership of the assessment

## **Section 2 – Policy to be analysed**

Section 2 identifies whether the change is a new policy/decision or whether we are making a change to something that already exists. The owner must describe what they are doing, why they are doing it and the changes they expect to arise as a result.

## **Section 3 – Evidence/data about the user population and consultation**

This section drills down into making sure the owner has really analysed the user population (those impacted by the change) and carried out sufficient research to have a very clear understanding of how receptive these groups will be to the proposed change. Are they up for the change and feeling positive or do they have concerns which need addressing? The owner needs to be able to identify how anyone will be disadvantaged or discriminated against based on the proposal.

## **Section 4 – Impact of policy or decision**

Based on the findings from the research conducted in section 3 the owner should now be able to clearly assess any negative impacts and how specifically the change may impact any of the equality groups listed.

## **Section 5 – Conclusion**

The owner must now make a decision as to whether there will be an adverse impact on one or more equality groups as a result of the proposed change.

## **Section 6 – Action plan to address and monitor adverse impacts**

If there are adverse effects the actions to be taken to address these impacts must be described here along with a timeline for them to be achieved.

## **Section 7 – Sign off**

Once the Equality Impact Assessment form has been fully completed it should be signed by the relevant Head of Service and a copy forwarded to the Director.

**All Cabinet, Council and Portfolio Holder reports must be accompanied by an Equality Impact Assessment. The assessment should be completed and reviewed at key stages of projects.**