

Equalities Impact Assessment – Template

1	Identify the aims of the policy/service/function and how it is implemented.		
	Key questions	Answers / Notes	Actions required
1.1	What is the aim, objective or purpose of the policy/service/function?		
1.2	What outcomes do you want to achieve with this policy/service/function and for whom?		
1.3	Who defines or defined the policy/service/function?		
1.4	Who implements the policy/service/function?		
1.5	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?		
1.6	Taking protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation), is there anything in the policy/service/function that could discriminate or disadvantage any of these groups?	Age Disability Gender Pregnancy/Maternity Marriage/Civil Partnership Race Religion/Belief Sexual Orientation	
2	Consideration of available data, research and information		
	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who uses this policy/service/function?		
2.2	What additional information is needed to ensure that all protected characteristic group's needs are	Age Disability	

	taken into account?	Gender Pregnancy/Maternity Marriage/Civil Partnership Race Religion/Belief Sexual Orientation	
3	Formal consultation		
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?		
3.2	What method/form of consultation can be used?		
4	Assessment of impact		
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any protected characteristic group's in the community?	Age Disability Gender Pregnancy/Maternity Marriage/Civil Partnership Race Religion/Belief Sexual Orientation	
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?		
4.3	If there is nothing you can do, can the reasons be fairly justified?		

5	Consideration of the effect of proposed changes on other groups.		
	Key questions	Answers / Notes	Actions required
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other protected characteristic group?		
INTERNAL PROCESSES FOR THE ORGANISATION			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Answers / Notes	Actions required
6.1	The organisations decision making process		
7	Monitor in the future and publication of results of such monitoring		
	Key questions	Answers / Notes	Actions required
7.1	What have we found out in completing this EqIA? What can we learn for the future?		
8	Publication of results of the impact assessment		
	Date		
	Lead Officer		