

**Equality Impact Assessment (EIA) Recording Form**

Please refer to the notes and examples in the EIA Guidelines to help complete this record

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| --- | --- | --- | --- | --- | --- |
| Title of Activity/Proposal/Policy/Practice |  | EIA Team and Lead Member of Staff |  | Date |  |
| Type of Policy/Practice/ (tick box) | New  |  |
| Existing |  |
| Revised |  |

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| **Step 1 – Considering the aims of the policy/proposal and evidence of how it affects different groups** |
| What are the aims and purposes of the activity/ decision/ new or revised policy or procedure?See Note 1 |  |
| Who will be affected? See Note 2 |  |
| Who will be consulted?See Note 3 |  |
| What evidence is available of how the policy/decision, etc. affects, or may affect, protected groups?Evidence could be quantitative, qualitative or anecdotal.Do we have enough evidence to judge what the impact may be?See note 4 |  |

**Step 2 – Assessing the impact**

This involves:

* Considering relevant evidence relating to people who share a protected characteristic
* Assessing the impact of applying a decision of a new or revised policy or practice against the needs of the Public Sector Equality Duty (PSED) and each protected characteristic.

The Public Sector Equality Duty:

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| **Eliminating discrimination, harassment and victimisation** | **Advancing equality-*** **Removing disadvantage**
* **Meeting different needs**
* **Encouraging participation**
 | **Fostering good relations*** **Tackling prejudice**
* **Promoting understanding**
 |

See Note 5

Key Questions to ask:

1. What potential positive/neutral/negative impacts can be identified?
2. What does evidence demonstrate about positive/neutral/negative impacts for different protected characteristic groups? E.g. statistics on participation, progression or outcomes, feedback or complaints
3. Does the policy/procedure/practice/decision take account of the needs of people with different protected characteristics? How is this demonstrated?
4. Does it affect some groups differently? Is this proportionate?

See Note 6

| Protected characteristic | PotentialPositive Impact Y/N | Details of Expected Positive Impact | Potential Negative Impact Y/N | Details of Expected Negative Impact |
| --- | --- | --- | --- | --- |
| Age |  |  |  |  |
| Disability |  |  |  |  |
| Gender reassignment |  |  |  |  |
| Marriage/civil partnership (relevant in employment law) |  |  |  |  |
| Pregnancy and Maternity |  |  |  |  |
| Race |  |  |  |  |
| Religion or belief |  |  |  |  |
| Sex |  |  |  |  |
| Sexual orientation |  |  |  |  |
| Social deprivation\*See Note 7 |  |  |  |  |
| Care Experienced people\* |  |  |  |  |
| People with caring responsibilities\* |  |  |  |  |

**Step 3 – Acting on the results of the assessment.**

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| What actions can be taken or amendments made to policy to reduce the negative impact?See note 8 |  |
| Is there a need to address any gaps in evidence? |  |
| How will equality be advanced/ good relations be fostered? |  |
| Who has been involved in carrying out this assessment?  |  |
| If you cannot fully review the impact now, what else must be done, by/with whom and why? |  |

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| **Recommended decision:** (place an x against relevant outcome)See note 9 | Outcome 1 - Proceed – no potential identified for discrimination or adverse impact, and all opportunities to promote equality have been taken |  |
| Outcome 2 – Proceed with adjustments to remove barriers identified or to better promote equality |  |
| Outcome 3 – Continue despite having identified some potential for adverse impact or missed opportunity to promote equality |  |
| Outcome 4 – Stop and rethink as actual or potential unlawful discrimination has been identified |  |
| Any other recommendations?  |
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**Step 4: The monitoring and review stage**

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| **Plan actions to reduce negative impact, advance equality and monitor the impact of the policy, proposal or decision*** Please indicate if there is any data which needs to be collected as part of action to be taken and how often it will be analysed.
* Indicate how the person responsible will continue to involve relevant groups and communities in the implementation and monitoring of the policy, etc.
* How will the impact of the policy/procedure/decision be monitored?

See Note 10 |
| **Action to be Taken:**  | **Person Responsible:** | **Completion/Review Date:** |
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| **Signature of Lead:**  **Date:**  |
| **Step 5 – Review and Publication**See Note 11Please send the completed EIA record to Sara Taylor, Equalities Officer, sara.taylor@edinburghcollege.ac.uk for * review by Equalities team
* publication in whole or in part on the College website.
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