

Equality Impact Assessment Template

If you require this template in an alternative format, such as large print or a coloured background please contact [HRHelpline@ed.ac.uk](mailto:HR%20Helpline%20%3cHRHelpline@ed.ac.uk%3e).

You’ll find it useful, before filling in this assessment template, to complete the online course:

[Introducing Equality Impact Assessment](https://equality-diversity.ed.ac.uk/about/reports/impact-assessment/training)

This template is designed to be used alongside the:

EqIA [Guidance](https://www.docs.csg.ed.ac.uk/EqualityDiversity/EqIA_Guidance.pdf) and Checklist

EqIA [Policy Statement](https://www.docs.csg.ed.ac.uk/EqualityDiversity/EqIA_Policy_Statement.pdf)

EqIA covers policies, functions, practices and activities, including decisions and the delivery of services, but will be referred to as ‘policy/practice’ hereinafter.

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| A. Key Information | |
| Policy/practice name: |  |
| General background/aims of policy/practice: |  |
| School/Dept: |  |
| Assessed by:  (name & job title) |  |
| Sign off by:  (name & job title) |  |
| Sign off date: |  |
| Review date: |  |

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| B. Reason for EqIA | (check one) |
| New policy/ practice is proposed |  |
| Change to existing policy/practice is proposed |  |
| Other (describe in Section D below) |  |

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| **C**. **Who will most impacted by this proposal?**  Consider carefully how your proposal will impact both positively and negatively on people from different groups.    Consider the 9 protected characteristics as below in your proposal. There may be other identity characteristics that you wish to also include in your impact assessment. It is expected that you will consider all equality groups for impact. Please indicate below (with a tick) which groups you feel will be most affected by your proposal. | | | | | |
| **Age** |  | **Race (including ethnicity and nationality)** |  | **Marriage and civil partnership[[1]](#footnote-1)** |  |
| **Disability** |  | **Religion or belief (including no religion or belief)** |  | **Sex** |  |
| **Gender reassignment** |  | **Pregnancy and maternity** |  | **Sexual orientation** |  |
| **Other characteristics** |  |

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| D. Consideration of Impact  Show your considerations of how all of the above protected characteristics may be impacted. The following prompts will help you to reflect:   * What information and evidence do I have about the needs of relevant equality groups – is this sufficient to fully assess impact? * Could this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, or create barriers or less favourable treatment for particular groups and how can you mitigate any negative impacts? * Does this policy/practice contribute to advancing equality of opportunity and fostering good relations? * How can communication of the policy/practice be made accessible to all relevant groups? |
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| E. Equality Impact Assessment Outcome  Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. | (check one) |
| **Outcome 1:**  No change required – the assessment is that the policy/practice is/will be robust. |  |
| **Outcome 2:** Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations. |  |
| **Outcome 3:**  Continue the policy or practice despite the potential for adverse impact, and which can be justified. |  |
| **Outcome 4:** Stop the policy or practice as there are adverse effects which cannot be prevented/mitigated/or justified. |  |

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| F. Action and Monitoring  Describe any actions you will take to address the findings of this EqIA.   * How can I involve equality groups or communities in the ongoing monitoring, review and potential future development, of this policy/practice?   Describe how the policy/practice will be monitored going forward, to ensure that impact is frequently reviewed. Make sure you add a review date in Section A above. |
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| G. Publish |
| Send your completed EqIA to the HR EDI team ([equalitydiversity@ed.ac.uk](mailto:equalitydiversity@ed.ac.uk)) to published, and keep a copy for your own records. |

1. Note: only the duty to eliminate discrimination applied to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect. [↑](#footnote-ref-1)