

Appendix 2

CONDUCTING AN EQUALITY IMPACT ASSESSMENT

For further help with this template, contact Ruth Richards, Equality and Language Officer

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1) AUTHOR(S) OF THE ASSESSMENT

2) PARTNERS

Note all the individuals and groups who need to be included in the assessment process: These could include front line staff, partner organisations, specialist organisations etc.

3) START DATE

4) END DATE

5) AIMS AND OBJECTIVES OF THE POLICY/ SERVICE/ PROCEDURE

Note the reason for the policy and what the Authority aims to achieve through it

6) INVOLVEMENT AND CONSULTATION

What involvement and consultation exercises were conducted in relation to the policy/ service/ procedure and what were the outcomes?

7) AVAILABLE EVIDENCE

Evidence can be based on local or national data, on consultation, monitoring, staff comments etc.

8) EVIDENCE GAPS

Note any evidence gaps and how these will be filled.

9) WHAT IS THE ACTUAL/ LIKELY IMPACT?

This should outline the relevance of the policy/ service/ function to the general duties of the Equality Act and to each of the equality groups (protected characteristics). You should clearly note what the actual or likely impact will be. It may be that there is no relevance or effect in relation to all the duties and characteristics, but if a relevance and/or effect is found in relation to one or more duty or characteristic, then it will be necessary to proceed with the assessment

9a)

General Duties of the Equality Act	Relevance to the general Duties	The actual or likely impact
Promoting equality positivley		
Eliminating illegal discrimination, harasssment and victimisation		
Promoting equal opportunities		
Promoting good relationships		

9b)

Characteristics	Relevance to characteristics	The actual or likely impact
Race		
Disability		
Sex		
Gender reassignment		
Sexual orientation		
Religion or belief		
The Welsh language		
Age		
Pregnancy and maternity		
Marriage and civil partnership		

10) ADDRESSING THE IMPACT

a)	Note any possible equality impact(s)
b)	What steps could be taken to reduce or improve these impacts?
c)	Do we need to reconsider the plan?

11) MONITORING AND REVIEWING ARRANGEMENTS

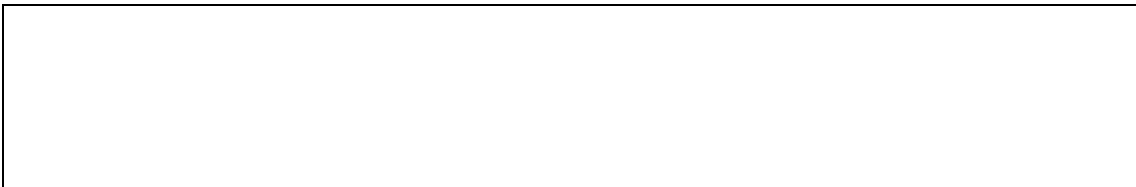
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12) ACTION PLAN

An action plan, outlining the actions, responsibilities, timescale and review and evaluation processes should be appended.

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13) DECISION MAKING

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