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**Equality Impact Assessment (EIA)**

Please refer the guidance on the Equality and Inclusion Unit webpage for advice on how to carry out an EIA and help you fill in this form. Please also refer to the Definitions and Examples document for information on key definitions and legal concepts.

If you are not sure whether you need to carry out a full EIA, please follow the Screening process on the EIU website to help you decide.

For the purpose of the EIA form, any reference to ‘policy’ refers to the full range of functions, strategies, activities and decisions for which the University is responsible.

**Section 1: Information about the officers carrying out the EIA**

Lead Officer

Name:

Job title:

Faculty / Service area:

Involvement in the policy:

Other Officers on the EIA team

Name:

Job title:

Faculty / Service area:

Involvement in the policy:

Role on the EIA team:

Please add the details of the rest of the EIA team to this form.

**Section 2: About the policy**

Title of the policy:

The aims and purpose of the policy (please use no more than 100 words):

Partners and decision makers involved in the development of the policy:

Who will be affected by the policy:

**Section 3: Involvement and Consultation**

What involvement and consultation activity has been undertaken or is planned on this policy? Who have you consulted with?

**Section 4: Gathering data and evidence**

What data and evidence did you use to assess the impact of the policy? Please state how you collected it and how you used it. If you used information collected outside the University, please state the source of the information.

**Section 5: Assessing the Impact**

Please specify all the impacts you have identified for each of the protected characteristics, whether positive, negative or neutral. If the policy will have no impact on a protected characteristic, please note this.

Age

Disability

Gender reassignment

Marriage and civil partnership

Pregnancy and maternity

Race

Religion and belief (including no belief)

Sex

Sexual orientation

Caring responsibilities (University specific characteristic)

Please also note any impact on the following characteristics which are not specified as protected characteristics but which should be considered.

Socio-economic background

Part time working

**Section 6: Action Planning**

Please describe the actions you will take following this assessment to eliminate any negative impact, including the timescale for each action and who will be responsible for the action. You might find it useful to make a more detailed action plan on a separate document which you can attach to this form.

Action 1:

Timescale:

Responsibility:

Action 2:

Timescale:

Responsibility:

Action 3:

Timescale:

Responsibility:

Action 4:

Timescale:

Responsibility:

Please add any more actions to this form.

**Section 7: Justifying the policy**

If the policy cannot be changed, please note the justification of any negative impact. Please contact the EIU before taking this approach.

**Section 8: Approval and publishing**

Name of lead officer responsible for this EIA:

Date the EIA was carried out:

Date the EIA was forwarded to the EIU:

Date the policy and the EIA will be reviewed: