START

A new policy is being

written or an existing one

is due to be revised.

Complete a screening

form if you are not sure

whether an EIA is

needed.

Keep a copy of

the form.

Consider the aims of the

policy and who it will

affect.

If an EIA is needed, put

together a working group

of officers involved in the

policy and representatives

of all groups affected by it.

Consider other

stakeholders who should

be consulted.

These could

include staff networks,

trades unions, LUU etc.

Consider what data and

evidence you will need

and where to find it.

Use

as wide a range of

sources as possIble.

If you need more

evidence than is

available, consider how

you will collect it.

Fill in the Equality Impact

Assessment form.

Make an action plan to

mitigate any negative

impacts you identify.

If the impacts cannot be

mitigated, eg for legal

reasons, contact the EIU

for further advice.

Keep the action plan as a

live document.

Monitor

progress on a regular

basis until you are sure

the actions are complete.

If you review the policy,

review the EIA at the

same time.

Send the completed

Equality Impact

Assessment to the EIU.

If the revised policy can

have impacts not in the

original policy, complete

a new EIU.

If the impacts in the

revised policy are

covered by the current

EIA, there is no need to

complete a new EIA.

Refer to the documents

on the EIU website for

more detailed guidance.