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| **Equality Impact Assessment**  **Policy / Guidance Development Checklist** |

The following guidance and checklist provides a framework for Equality Impact Assessments (EIA) and should be used during the initial stages of policy development or when reviewing a policy. The checklist will help in considering the Policy intentions and outcomes and their impact in relation to equality and diversity (E&D).

The value to the University of having a consistent and transparent approach to policy making is enormous. Equality “proofing” new policies or existing policies, services and practices will enable us to meet our legal obligations to both remove discrimination and actively promote equality and diversity in everything we do. Thus ensuring that equality will become an automatic consideration in how we develop and deliver University practices and services.

When developing a new policy or reviewing a current one, we want to make sure that it will be fair, transparent, legal and consistently applied. It is therefore good practice to use this Equality Impact Assessment Policy Checklist to support this, as it forms part of the University’s approach to EIA.

The Checklist is to be used for the development of any policy, not just those that appear to have high relevance in relation to equality and diversity issues. Completion of the Checklist does not need to be a time-consuming or difficult process but should raise some important questions in the development or review of polices.

**Once completed, the checklist should be kept in a safe and confidential way, as you may be required to produce it as evidence of your Equality Impact Assessment Exercise.**

**If you would require any help with completing the checklist or would require someone from the ED Team to review the checklist for you, please do not hesitate to contact us by emailing** [**equality@ljmu.ac.uk**](mailto:equality@ljmu.ac.uk)

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| **Section One** | | | | | |
| **Name of the area / protocol that this EIA relates to:** | |  | | | |
| **Faculty/Division:** | |  | | | |
| **School/Service area/Department:** | |  | | | |
| **Checklist completed by:** | |  | | | |
| **Date completed:** | |  | | | |
| **Who is responsible for the Equality Impact Assessment?** | |  | | | |
| **Section Two –Background** | | | | | |
| **Is this a new or existing policy / guidance document?** | | New |  | Existing |  |
| **1** | **What is the name of the policy / guidance document assessed?** |  | | | |
| **2** | **Briefly describe the aims, objectives and purpose of the policy / guidance document?** |  | | | |
| **3** | **Who is the policy / guidance document owner or developer?** |  | | | |
| **4** | **Who is intended to benefit from the policy / guidance document and in what way?** |  | | | |
| **Section Three – Stakeholder Engagement and Involvement** | | | | | |
| **5** | **What consultation exercise have you undertaken as part of this EIA? For example, consultation with Staff Networks, JMSU, Trades Unions, staff and student group?** |  | | | |
| **6** | **Are there any concerns that the policy / guidance could have a differential impact on any equality group(s) or (protected characteristics as identified by the Equality Act 2010)?** |  | | | |
| **7** | **If the answer to 6 is ‘yes’, would the impact be positive or negative?** |  | | | |

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| **8** | **Please indicate against each of the following protected characteristics, what the impact of the policy would be and actions you will take to mitigate the negative or adverse impact identified** | | | | |
| **Protected Characteristics** | **Impact** | **Action(s) you will take to mitigate or remove the negative or adverse impact if identified?** | **By whom** | **Time scale** |
| **Age**  *Consider impact on young people, older people etc.* |  |  |  |  |
| **Disability**  *Consider the vulnerable due to health conditions* |  |  |  |  |
| **Gender Reassignment**  *Consider people undergoing or have undergone gender reassignment* |  |  |  |  |
| **Pregnancy and Maternity**  *Consider those who are pregnant and those on maternity leave. Consider those wishing to take paternity leave or on paternity leave* |  |  |  |  |
| **Race / Ethnicity**  *Consider potential impact on people from different ethnic groups, nationalities.* |  |  |  |  |
| **Religion or Belief**  *Consider people with different religious, faith and non-belief* |  |  |  |  |
| **Gender**  *Consider women and men with different working arrangements, e.g. shift working, part-time working, etc.* |  |  |  |  |
| **Sexual Orientation**  *Consider Lesbian, gay, bisexual people.* |  |  |  |  |
| **Marriage and Civil Partnership**  *Consider marriage and civil partnership in respect of the due regard to the need to eliminate unlawful discrimination in employment.* |  |  |  |  |
| **Section Four – Monitoring and Review** | | | | | |
| **9** | **How will you monitor and evaluate the effectiveness of this policy / guidance to determine whether it has been effectively and fairly applied.** |  | | | |
| **Section Five – EIA Sign off and Authorisation** | | | | | |
| **This checklist most be signed-off by the Director/Dean or Head of department and kept in a safe place should you need to produce an evidence that you have carried out an EIA** | | | | | |
| **Name & job title of authorised person** | | |  | | |
| **Date of next review, and by whom?** | | |  | | |

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| ***Equality Impact Assessment Guidance Note*** |

**What is Impact Assessment (EIA)?**

Impact Assessment is a thorough and systematic analysis of Policies, Projects, Strategies, Programmes, Practices, etc, to find out their impact (either positive or negative) on particular groups of people.

EIA is a way of knowing if a process, practice, procedure, will directly or indirectly have adverse or differential impact on any of the protected characteristics listed in the Equality Act 2010 (age, disability, gender reassignment, race/ethnicity, religion or belief, gender, sexual orientation, marriage and civil partnership and pregnancy and maternity.)

We are expected to conduct a systematic analysis of the impact of all our current, intended or draft policies, processes, procedures and practices on the above different groups to ensure that they do not have any negative, adverse or detrimental effect on any of them.

**When do we need to conduct an EIA?**

* When we are introducing a new policy, strategy or project, programme, etc
* When we intend to revise an existing policy, strategy or project, programme, etc

**General Duty of the Equality Act 2010**

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not.