EQUALITY IMPACT ASSESSMENT

('the EqIA')

A tool to positively enable change-processes to be inclusive, harnessing the power of inclusion

This is a tool which we offer to **enable** anyone who is leading/supporting major planned **changes** critical-thinking, in how projects, policies & decisions affect **diverse groups of people**.

Completing an EqIA shouldn't be viewed as a 'compliance' exercise. This is a method to hone the **effectiveness** and inclusivity of planned changes, helping you **get the best out of** your initiative for all stakeholders.

If you don't think doing an EqIA is right for your project, policy or decision, you may be right! , depending on your style, you may wish to access the Equality Impact Assessment Topic on our FUSE Diversity Community and read the Guidance Notes available at the link on the next page).

The Diversity team are always happy to discuss any projects with you before you begin an EqIA to help you get the best out of the process.

We have found that larger projects which last a significant period of time, benefit from an EqIA which 'begins' the project and followed up with an EqIA to 'close' the project.

Equality Impact Assessment ('The EqIA')

To be completed by the author of this Equality Impact Assessment ('the EqIA')

Title of Policy/Decision/Project	
Writer of EqIA	
Email address	
Department/Project Team	
████████████████████████	

If Project/Programme/Policy:	Delete as appropriate:

Only EqIA (Small project)	1st EqIA (To open a project)	2nd EqIA (To close a project)

Only if Project with <u>Digital Accessibility implications</u> Completed Accessibility User testing/feedback Completed Web Content Accessibility Guidelines(WCAG) accessibility checks	Please delete as appropriate: **No** **Yes** **No** **Yes** (Contact Diversity Team if 'No') Please share copies of these findings alongside this EqIA if applicable.
Collaboration with whom in the Diversity Team?	
Policy author; major decision-maker or project initiator in collaboration with the Diversity Team:	Does this policy/major decision/project (or any of its processes) have an impact on staff, volunteers, supporters, users of our services or activities; or, any other people who may come into contact with us? Delete as appropriate: **No** **Yes** If 'Yes,' proceed with this EqIA. If No, you may wish to consider an Equality Impact Self-Assessment (EqISA)
Date of first draft of this EqIA submitted to Diversity Team	
Date at which associated decision must be taken	
Date EqIA draft completed by author	

EQIA (Equality Impact Assessment)
A helpful overview of the process:

A tool to enable change-processes to be inclusive, harnessing the power of inclusion

1. **Plan:** What kind of decision is needed? Is this EqIA as part of the project start, middle or end?

2. **Read**: Further information is available on the Diversity FUSE Community

3. **Download**: Template & Example EqIAs are available on the Diversity Team's RedRoom

4. **Outline**: What are the major changes in the policy/decision? How does this affect these demographics/ groups of people? Is the effect on internal and external audiences?

5. **Detail:** What are the nuanced effects on particular demographics/groups of people? Who has been consulted?

6. **Send:** Send the EqIA to diversity@redcross.org.uk (Diversity will respond within 10 working days maximum)

7. **Review feedback & make changes:** Consider comments feedback and questions from Diversity Team

8. **Re-submit changes:** Send the updated document to the diversity@redcross.org.uk with any supporting information (e.g. user tests)

9. **Review feedback & make final changes:** Make the final changes to the EqIA following feedback (any final amendments worked out here)

10. **Recommend & Share:** To the project team or decision maker, what actions need to be taken

11. **Follow-up:** Ensure that the actions committed to are followed up by the decision maker/s.

Associated documents:

• EqIA Completion Guidelines: link here

• Equality Impact Self-Assessment (Light-touch): link here
(this may help to start your thinking, but should not replace a formal EqIA)

Name of policy/decision/activity this EqIA refers to:

Summarise the policy/decision/activity this EqIA refers to:
(Tell us the history behind the decision, the reasons for the change/decision being needed, the more you can tell us the more effective our comments can be in response. Do you have any associated documents or links to add)?

Context:
Are there any areas which you are concerned about which you would like Diversity to specifically support with?

Below; please list how the policy/decision/activity impacts upon each of the characteristics, this will enable you to consider how the positive and negative direct/indirect results of your change will impact our people and service users, and help you get the best out of your initiative.

Remember to share your positive stories within the EqIA, this is a tool to help us consider the impact both positive and negative.

- # Age

Impact?
Positive:
>
Negative:
>
Mitigation/justification?
If negative - How is this justified?
>
What will be done to limit justified negative impact?
>

- ## **Disability**

Impact?

Positive:
  >
 	
Negative:
  >

Mitigation/justification?
 	
If negative - How is this justified?
 	
  >
 	
What will be done to limit justified negative impact?
 	
  >

- ## **Gender Reassignment**

Impact?

Positive:
  >
 	
Negative:
  >

Mitigation/justification?
 	
If negative - How is this justified?
 	
  >
 	
What will be done to limit justified negative impact?
 	
  >

- ## Marriage and Civil Partnership

Impact?

Positive:
    >
 	
Negative:
    >

Mitigation/justification?
 	
If negative - How is this justified?
 	
    >
 	
What will be done to limit justified negative impact?
 	
    >

- ## Pregnancy and Maternity

Impact?

Positive:
    >
 	
Negative:
    >

Mitigation/justification?
 	
If negative - How is this justified?
 	
    >
 	
What will be done to limit justified negative impact?
 	
    >

- ## Race & Ethnicity

Impact?
Positive:
>
Negative:
>

Mitigation/justification?
If negative - How is this justified?
>
What will be done to limit justified negative impact?
>

- ## Religion or Belief

Impact?
Positive:
>
Negative:
>

Mitigation/justification?
If negative - How is this justified?
>
What will be done to limit justified negative impact?
>

- ## Sexual Orientation

Impact?
Positive: >   Negative: >
Mitigation/justification?   If negative - How is this justified?   >   What will be done to limit justified negative impact?   >

- ## **Sex & Gender**

Impact?
Positive: >   Negative: >
Mitigation/justification?   If negative - How is this justified?   >   What will be done to limit justified negative impact?   >

The Socio-Economic Duty: what is the likely effect on the socially and economically disadvantaged?

Impact?
Positive: >   Negative: >

Mitigation/justification?

If negative - How is this justified?
 	
  >
 	
What will be done to limit justified negative impact?
 	
  >

Further observations

i.) Are other groups affected e.g. Refugees? Regional/National inequalities?
ii) Are there any other projects/platforms or associated items which might have already completed an EqIA?

Summary

Summarise the actions you have committed to take, to limit impact on protected characteristics
Insert more rows as needed

Action	Date which action will be delivered	Characteristic in relation to

Follow-up

What date will you contact the Diversity team to feedback if any necessary actions have been completed?

DD/MM/YYYY Name of accountable Individual/Group

Document history

Your		Your Job title:

Name:		
Department:		
Sent to:	diversity@redcross.org.uk	Date sent for first comments:
Sent to:		Date:
Sent to:	diversity@redcross.org.uk	Final draft sent:
Sent to:		Date:

For Diversity Team

The Diversity team offers to add value to your EqIA through our expertise, and will add in thoughts and comments to support your findings below. Some EqIAs will have a formal 'sign-off'. Most EqIAs will need a formal sign off. If in doubt, please ask your Diversity team contact.

Date:	DD/MM/YYYY
Comments:	