

# Equality Impact Assessment Form



**SOUTHAMPTON**  
CITY COUNCIL

## Purpose

The purpose of an HR Equality Impact Assessment is to work out how a policy, procedure, strategy, function, practice, decision or project will affect people from different groups internally in terms of our employees. This is to ensure as far as possible our decisions and practices are developed in full recognition of the diverse needs, circumstances and concerns of the staff who will be affected by them.

## Section 1: Overview

<b>Name of policy, procedure strategy, project, practice or decision and brief description:</b>	
<b>Author of EIA:</b>	
<b>Date EIA completed:</b>	
<b>Date EIA to be reviewed:</b>	
<b>Frequency of Review: (1 Year / 3 Years)</b>	
<b>Justification of review:</b>	

**a) What is the purpose of the policy / procedure / strategy / project / practice or decision?**

*Provide a brief overview of what the project is designed to achieve, what you are proposing to do / change and why.*

**b) If consultation is planned, please provide brief details of format, date and who will be consulted. What engagement has taken place?**

**c) Who will be affected by this policy / procedure / strategy / project?**

## Section 2: Data collection and evidence

It is important to have as much up to date, reliable information as possible about different groups the policy / procedure / strategy / project is likely to or does affect.

### a) What data, research, other evidence / information has been collated?

(please e-mail [gareth.terry@southampton.gov.uk](mailto:gareth.terry@southampton.gov.uk) for your departments figures in relation to the below tables – if relevant)

Gender	Number of Staff	Disability	Number of Staff	Pregnancy or Maternity	Number of Staff
Men				Expectant mothers	
Women				Maternity, Paternity, Adoption, Parental leave	

Age	Number of Staff	Race	Number of Staff
16 - 27		BME	
28 - 39			
40 - 49			
50+			

b) Use the below table to show (on the basis of existing knowledge, data and best estimates):

- Where you think that the policy/procedure/strategy/project could have a negative impact on any of the protected characteristic groups, that is, it could disadvantage them – if no impact, please note the evidence for this.
- Where you think that the policy/procedure/strategy/project could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relationships within equality characteristics.

*(Please refer to the EIA Self Help Guidelines for an explanation of the levels of impact – high or low)*

	Positive Impact (high or low)	Negative Impact (high or low)	No impact	Reasons and evidence (provide details of specific groups affected even for no impact)
Age	Please Select	Please Select	Please Select	
Disability	Please Select	Please Select	Please Select	
Race	Please Select	Please Select	Please Select	
Religion or Belief	Please Select	Please Select	Please Select	
Sex	Please select	Please Select	Please Select	
Sexual Orientation	Please Select	Please Select	Please Select	
Marriage and civil partnership	Please Select	Please Select	Please Select	
Gender reassignment	Please Select	Please Select	Please Select	
Pregnancy and maternity	Please Select	Please Select	Please Select	

c) If you have identified a negative high or low impact, please provide information on how you propose to manage it.

### Section 3: Making a decision

Please summarise your findings and give an overview of whether the policy / procedure / project / strategy will meet the Council's responsibilities in relation to equality.

The results of the EIA provide four possible outcomes. Please consider these carefully and complete the outcome relevant to this policy / procedure / project / strategy with justification. Note it is possible to have more than one outcome per project:

Outcome 1	No major Change required when the EIA has not identified any potential for discrimination
Outcome 2	Adjust the policy / procedure / project / strategy to remove barriers identified by the EIA or better promotes equality. Action Plan required.
Outcome 3	Continue the policy / procedure / project / strategy despite potential for adverse impact or missed opportunities to promote equality. Action Plan required.
Outcome 4	Stop and rethink the policy / procedure / project / strategy when the EIA shows actual or potential unlawful discrimination.

What is the outcome that you have decided upon? Please include justification.

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### Section 4: Action Plan

The below provides an opportunity to state how any negative impact will be mitigated. It also allows you to list how you will tackle any gaps in the policy / procedure / strategy / project.

Issue	Actions/Who is Responsible <i>(consider changes in communication methods, revising programmes or involvement activities)</i>	Target date

## Section 5: Sign-off

The policy / procedure / strategy / project has been fully assessed in relation to its potential effects on equality and all relevant concerns have been addressed.

**Once you have completed the EIA please sign the below and forward to your Service Lead. Once completed, please send this form to your HR Advisor.**

Author of EIA			
Name:		Job Title and Service Area	
Date:		Signature:	R. Holdsworth

Quality check			
Name (checked by):		Job Title	Head of Quality Assurance, Children and Learning
Date:		Signature:	S.Webb