# **Equality Impact Assessment Template**

## Overview of Policy, Procedure, or Function

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| --- | --- |
| **Title of Policy or Procedure:** |  |
| **School/Directorate:** |  |
| **Author/Position:** |  |
| **Date Created:** |  |
| **Aims and purpose of Policy or Procedure:** |  |
| **Stakeholders:** |  |

## Consultation and Involvement

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| --- | --- | --- | --- |
| **Organisation/group/person consulted or involved** | **Date** | **Method** | **Location of consultation records** |
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| **Brief summary of results of consultation indicating how this has affected the Policy or Procedure:** |
|  |

## Monitoring

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| --- | --- |
| **Detail method of monitoring of the Policy or Procedure and by whom:** |  |
| **Detail how monitoring results will be utilised to develop the Policy or Procedure:** |  |
| **Timescale of monitoring including proposed dates:** |  |

## Impact Assessment

Select what impact there will be on each group.

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Characteristic** | **Positive Impact** | **Negative Impact** | **No Impact** |
| Age |  |  |  |
| Disability\* |  |  |  |
| Gender Reassignment |  |  |  |
| Marriage and Civil Partnership |  |  |  |
| Pregnancy and Maternity |  |  |  |
| Race |  |  |  |
| Religion and Belief |  |  |  |
| Sex |  |  |  |
| Sexual Orientation |  |  |  |
| **Wider Equality Area** | **Positive Impact** | **Negative Impact** | **No Impact** |
| Care Experienced |  |  |  |
| Estranged |  |  |  |
| Gaelic speaker |  |  |  |
| Parent and/or Carer |  |  |  |
| Refugee or Asylum Seeker |  |  |  |
| Socio-Economic Group |  |  |  |
| Trade Union Membership |  |  |  |

\* impact may differ according to physical, cognitive, and mental health conditions

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| **For each negative impact identified above, please state your mitigating actions below with timescales:** |
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| **Please detail any intersectional impacts identified:** |
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| **Detail how monitoring results will be utilised to develop the Policy or Procedure:** |
|  |

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| --- | --- |
| **How does this Policy or Procedure contribute to eliminating discrimination, harassment, victimisation, and advancing equality of opportunity?** |  |
| **How is the Policy or Procedure likely to promote good relations between people with different protected characteristics?** |  |

## Publication

|  |  |
| --- | --- |
| **Provide details of arrangements to publish the assessment:** |  |
| **Review date:** |  |
| **Author name and title:** |  |
| **Authors signature:** |  |
| **Equality, Diversity, and Inclusion Team member name:** |  |
| **Equality, Diversity, and Inclusion Team member signature:** |  |
| **Date of submission to Equality, Diversity, and Inclusion Committee:** |  |
| **Date of approval from Equality, Diversity and Inclusion Committee:** |  |