

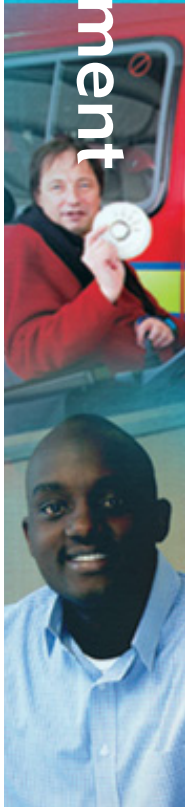
## Equality Risk Assessment - Screening and Full

For the purposes of this document, the word 'proposal' can refer to any policies, strategies, procedures, reviews, projects and plans.

<b>Name of Policy/Procedure/Project/Piece of Equipment proposal</b>	
<b>Directorate/Department/Team</b>	
<b>Date of screening</b>	<b>Who are the main beneficiaries/users?</b> <i>i.e. staff, community, groups, businesses etc.</i>
<b>Aims, objectives and outcomes</b> <i>What will the proposal achieve? Attach any relevant links/documentation</i>	

An Equality Risk Assessment helps us promote equal opportunities and positive relations between people as well as prevent unlawful discrimination. It is a tool that will help with your research when you are making key decisions, developing a project, policy, procedure or initiative that affects our staff or communities. The assessment will also serve to act as an audit of the decisions you are proposing.

Assessing for impact/risk is a legal requirement. We must consider how the decisions we make impact on people and consider their protected characteristics namely; age, disability gender-reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.

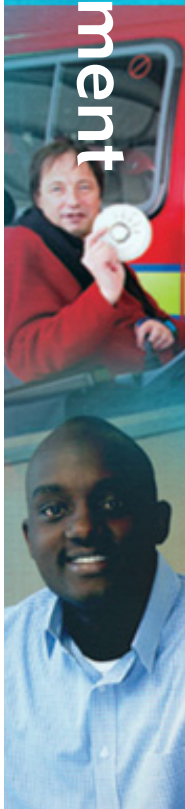


## Screening for Impact

Please consider each of the Protected Characteristics below and note if your proposal has a positive or negative impact then choose if the risk of the impact is **low**, **medium** or **high**.

Level of Risk	
<b>Low</b>	Minimal or minor impact on a protected characteristic. Adverse impact unlikely.
<b>Medium</b>	Significant impact on a protected characteristic. It will impact on the community, staff or business process and needs to be explored further. Requires analysis consideration of both qualitative and quantitative information. Adverse impact fairly likely.
<b>High</b>	Major or critical impact on a protected characteristic, serious impact on the community, staff or business process which would have a big impact on service quality, staff confidence and reputation with the community. Requires analysis consideration of both qualitative and quantitative information.

Protected Characteristics	Positive or Negative Impact	Level of Risk high, medium, low	Please briefly explain your assessment	Evidence of good practice
<b>Age</b> (younger, older or particular age group)				
<b>Disability</b> (physical, sensory, mental health, long term illness, hidden)				
<b>Gender Re-assignment</b> (someone in transition from one gender to another)				
<b>Marriage/Civil Partnership</b> (married as well as same-sex couples)				
<b>Pregnancy and Maternity</b> (Pregnancy, maternity leave, breast-feeding)				
<b>Race</b> (Ethnic origin, nationality, colour, including gypsies and travellers)				
<b>Religion/Belief</b> (Christian, Muslim, Hindu, Jewish, Buddhist)				
<b>Sex</b> (Men or women)				
<b>Sexual Orientation</b> (Gay, Lesbian or Bisexual)				
<b>Language</b> (Welsh language, minority ethnic languages, braille, BSL)				



**If negative and medium or negative and high risk is identified for any protected characteristic further information is required and a full assessment.**

Please continue to the next section if such risk has been identified and complete the relevant sections, for example if you identify negative impact with a medium risk for disabled people and negative high impact for older people complete those sections. A summary of that assessment must be published in an annual report produced by your Equality and Diversity Advisor.

Person carrying out screening		Authorised by	
Name	Date	Name	Date

## Full Assessment

This section will help you gather data and information about the beneficiaries/users identified in your initial assessment. This section can be ongoing throughout the development of your piece of work and evidence that you have involved interested parties and stakeholders especially those representing the protected characteristics.

### Assessing the evidence

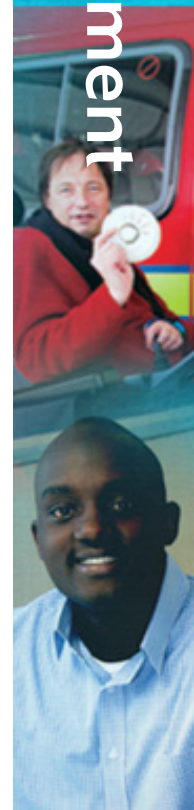
Is there any **qualitative data** (written, verbal, experiential information) relating to this proposal, such as service delivery or staff feedback, external complaints and consultation feedback? Detail and list who you intend to consult and how you intend to gather this information and if any other parties or groups will be involved, such as community, external advisory, unions or focus groups.

*Attach any relevant documentation/or attach links to the documentation.*

Is there any **quantitative data** (numeric information) relating to this proposal, such as statistics and data from corporate and performance planning departments, fire and special service data, statistics, census data and community data for example. Detail what you intend to do.

*Attach any relevant documentation/or attach links to the documentation.*

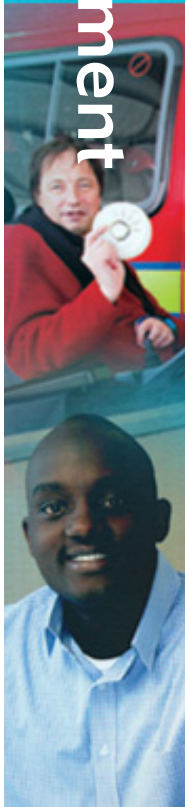
If a negative impact has been identified you should consider whether it can be objectively justified, such as on the grounds of promoting equality of opportunity or whether there are options to modify the proposal to reduce adverse risk.



What are the findings from the assessment of evidence? Complete the relevant sections that were identified in the screening process. The Equality and Diversity Adviser is a good source of knowledge and experience in carrying out assessments so contact them at the earliest opportunity.

Protected Characteristics	Findings	What will you do to negate the risk or objective justification of negative impact
<b>Age</b> (younger, older or particular age group)		
<b>Disability</b> (physical, sensory, mental health, long term illness, hidden)		
<b>Gender Re-assignment</b> (someone in transition from one gender to another)		
<b>Marriage/Civil Partnership</b> (married as well as same-sex couples)		
<b>Pregnancy and Maternity</b> (Pregnancy, maternity leave, breast-feeding)		
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<b>Language</b> (Welsh language, minority ethnic languages, braille, BSL)		

Continue to detail any additional feedback that comes out of the consultation/involvement process in order that the EIA remains a 'live' document



## Monitoring the effects of the proposal

How will the implementation of the proposal be monitored?

*Please State*

Person carrying out full impact assessment		Authorised by	
Name	Date	Name	Date

### Publishing the results of the assessment

Assessments completed online will automatically be uploaded to the intranet and website.



