

# Guide to Completing Equality Impact Assessments (EIAs)

An Equality Impact Assessment (EIA) is a tool to help you ensure that event, projects, or policies do not disadvantage specific groups and that they actively promote equality. By completing an EIA, you can identify and mitigate potential negative impacts individuals across various protected characteristics, such as age, disability, gender, race, religion, and sexual orientation.

## Step-by-Step Guide

### 1. Define the Purpose and Scope

Establishing a clear purpose and scope for the event, policy, project, or initiative is essential for understanding its aims and potential reach.

- Identify the purpose of the event, policy, project, or initiative.
- Outline the scope: who it will affect, how it will be implemented, and its main objectives.
- Consider both the direct and indirect impacts.

### 2. Gather Relevant Data

To conduct a thorough Equality Impact Assessment (EIA), collect data on groups potentially affected by the policy or initiative. Where possible, consider using secondary data sources from the public domain to streamline the process and maintain consistency. Here's how to approach data gathering:

- **Use Secondary Data:** Leverage publicly available sources (e.g., national statistics, census data) to reduce the need for direct data collection, saving time and protecting individuals' privacy by avoiding repeated requests for sensitive information.
- **Quantitative and Qualitative Data:** Combine both quantitative data (e.g., statistics, surveys) with qualitative insights (e.g., focus groups, consultations) to gain a well-rounded perspective.
- **Identify Disparities:** Look for any known disparities or barriers within the data to highlight potential areas of concern or inequality.

### 3. Assess Potential Impacts

Identify and evaluate the potential positive, negative, or neutral impacts of the policy or project on different groups to ensure a fair and balanced approach.

- **Positive Impacts:** Identify any aspects of the project or policy that may positively impact different groups.
- **Negative Impacts:** Consider if any aspects could disadvantage particular groups. Pay special attention to accessibility, representation, and potential biases.
- **Neutral Impacts:** Some aspects may not have any discernible impact; note these as well.

### 4. Involve Stakeholders

Engage with key stakeholders, including relevant groups, experts, or affected communities, to gather valuable insights and ensure inclusive decision-making. Seek feedback to understand any specific concerns or suggestions.

### 5. Develop Mitigation Strategies

If any negative impacts are identified, create targeted strategies to address these issues, promoting an inclusive and accessible approach wherever possible.

- If you identify any negative impacts, outline steps to reduce or eliminate these.

- Consider adjustments to the design, delivery, or communication of the project/policy to promote inclusivity.
- If adjustments aren't possible, document the rationale and consider alternate options.

## **6. Document Findings**

Summarise and organise the findings from your assessment in a clear and accessible format to provide a reliable reference for future actions and review.

- Summarise your findings clearly, covering the impacts (positive, negative, or neutral) and any mitigation strategies.
- Ensure the document is accessible for future reference and review.

## **7. Monitor and Review**

Implement a monitoring plan to track the impact of the policy or project over time and conduct regular reviews to make necessary adjustments for continuous improvement.

# Equality Impact Assessment (EIA) Template

**Title of Policy/Project/Initiative:** *Briefly describe the name and scope.*

**Lead Person/Team:** *Include names and contact details.*

**Date of Completion:** *Enter the completion date.*

## Section 1: Purpose and Scope

- **Objective:** What are the main aims?
- **Affected Groups:** Who will be impacted, directly or indirectly?

## Section 2: Data and Evidence Gathering

- **Data Sources Used:** *List any data sources (e.g., surveys, census data, internal reports).*
- **Summary of Findings:** *Highlight key findings relevant to equality.*

## Section 3: Potential Impacts

- **Positive Impacts:** *Describe any positive effects on specific groups.*
- **Negative Impacts:** *Outline any potential adverse effects.*
- **Neutral Impacts:** *Note any areas with no expected impact.*

## Section 4: Stakeholder Involvement

- **Consulted Parties:** *List stakeholders consulted (e.g., employee groups, community organisations).*
- **Feedback Summary:** *Summarise key insights from feedback.*

## Section 5: Mitigation Strategies

- **Action Steps to Mitigate Negative Impacts:** *List adjustments made or planned to address potential negative impacts.*
- **Alternatives Considered:** *Mention other approaches considered, if any.*

## Section 6: Monitoring and Review

- **Monitoring Plan:** *Describe how you will measure impact over time.*
- **Review Date:** *Set a date for future review.*

**Sign-Off:** *Include the name, role, and signature of the person(s) completing the assessment.*