

## Equality impact assessment: screening form

This form should be used to carry out a screening of changes or decisions to help you decide whether a full Equality Impact Assessment (EIA) is required. You should look at the related EIA guidance for advice on when this form is needed and how to complete it.

### Introduction

#### **What is the purpose of conducting EIAs?**

An EIA, both the initial screening and where required the full assessment, is a policy development tool which assists policy makers/decision makers to take equalities into account. It helps assess the needs and effects of a particular policy on people within the nine protected characteristics as defined in the Equalities Act 2010 or the equality groups as defined in Section 75 of the 1998 Northern Ireland Act, and the requirements placed on the Commission with regard to Welsh language.

#### **What is the purpose of screening?**

Screening identifies changes that are likely to have an impact on equality of opportunity and helps to draw considerations of equality of opportunity into the policy making process. It is designed to help identify where there may be impacts on equalities which require a full EIA.

#### **Who screens a policy?**

The lead officer for the change should consider whether a screening form is needed and, depending on the outcome of the screening, whether an EIA is needed. They should do so in consultation with their line management and the EDI lead from the start. Sign-off both for the screening form and for the full assessment lies with the EDI lead and the relevant Director.

### Screening form and process

You should carry out this screening in accord with the Commission's guidance. Ensure you have consulted the EDI lead, the Welsh language advisor and colleagues in Northern Ireland and Scotland.

## Questions

Yes / No / Not sure

This form is designed to assess whether this policy or proposed change is likely to have any impact on equality of opportunity for stakeholders and/or staff of the Electoral Commission.

- 1 Does this policy or proposed potentially change impact on access to voter registration, access to candidate information or access to any other information on the electoral process?
- 2 Does this policy or proposed change have any potential impact on who can be a candidate or campaigner or what organisations can register as a political party and/or on their financial reporting responsibilities?
- 3 Will this policy or proposed change have any potential impact on voters with any of the protected characteristics?
- 4 Will this policy or proposed change have any impact on potential suppliers?
- 5 Does this policy or proposed change impact on any HR policy or practice within the Commission?
- 6 Are there implications for our statutory responsibilities on Welsh language for this policy or proposed change and does it meet the Welsh language standards, in particular 84, 85 and 86?
- 7 Are there implications for our statutory responsibilities under Northern Ireland equalities legislation?
- 8 Does this policy or proposed change have any implications for equalities not covered above?

Please record a summary of the outcome in the box below covering:

- if the answer is no for all questions, please give a brief summary of why you have reached this conclusion. Then send this form to the EDI Lead for sign-off
- if any answers are unsure, consult with the EDI Lead before sign-off and record the discussion here
- if any are yes, then record the outcome here. You may need to conduct an EIA and should discuss with the EDI lead

**What happens next?**

This form should be given to the EDI Lead, with whom the screening should have been discussed.

If the EDI lead agrees with the outcome, the screening form should be passed to the relevant Director (or exceptionally Directors) for sign-off.

If there is a disagreement with the EDI Lead which cannot be resolved, this should be discussed with the relevant Director. The presumption is that, if in doubt, a full EIA should be carried out. If the way forward remains unclear it may be necessary to take the issue to ET: in practice this should be very rare.

All screenings, whether or not they recommend a full EIA, should be stored on Skynet for reporting and future reference. The Equality Commission of Northern Ireland requires reporting of the numbers of screenings and impact assessments carried out each year.

Officer	Action	Date
Officer responsible for policy/proposed change		
EDI lead		
Director(s)		
ET (if appropriate)		