

Equality Impact Assessment (EIA)

<Title>

<Date>

This document may be published for public scrutiny

This EIA should be completed with reference to the Commission's EIA Guidance. It should be produced if you have carried out a screening and concluded that there are implications which warrant the completion of an EIA. If you have carried out a screening, reached the view that there are no such implications and agreed this with the EDI lead and the relevant Director, no EIA will be required.

This form contains substantial information and links to guide you in its completion. There is no need to fill in information on all protected characteristics unless you identify potential implications: you should focus only on those groups where you have identified such implications.

[The EHRC guidance](#) and [EIA guidance for Northern Ireland](#) may be helpful.

You will find other useful links in the Guidance

1 Context

1.1 Summary details

Summary details

Directorate

Section or team

Job title of officer carrying out the assessment

Job title of officer reviewing and signing off the assessment

Name of proposal to be assessed

Is this a new or revised policy, procedure or other change?

Date proposal scheduled for publication or implementation

1.2 The proposal

The proposal

What is the main purpose of the proposal?

Are there any other objectives of the proposal?

Do written procedures exist to enable delivery of this policy or

The proposal

procedure? If so, please attach or include link

Who are the main stakeholders? (e.g. this could be staff, voters, political parties, job applicants etc)

Is the policy or procedure associated with any other Commission policies or procedures?

Is the responsibility shared with another organisation?

2 Initial consultation

This should cover internal consultation and if relevant any informal external consultation. It does not cover formal external consultation, which is a statutory requirement in Northern Ireland and optional in the rest of the UK; this should take place as appropriate once the draft EIA is completed.

2.1 Who was consulted?

Who was consulted?

Summarise the key views. Including quotes, any data or links that were used to support the input.

3 Data and Evidence

This section sets out the data and evidence which tells us about how the proposal might affect equality with regard to the nine protected characteristics set out in section 4 of the Equality Act 2010, the requirements in Northern Ireland legislation, and legislation and standards for use of the Welsh language.

3.1 Internal and external data sources that have informed us in developing this proposal

3.2 Any other relevant evidence

4 Assessing the potential specific impact/s

Please use the Commission's EIA Guidance to help you to identify the potential issues under each of the areas below.

Sections 4.1 to 4.9 give effect to the Public Sector Equality Duty under the Equalities Act 2010 and to section 75 of the Northern Ireland Act 1998. Sections 4.10 and 4.11 give effect to provisions in section 75 of the Northern Ireland Act 1998 specific to Northern Ireland.

Section 4.12 gives effect to the Welsh Language Act 1993, the Welsh Language Measure (Wales) 2011 and the Welsh language standards as well as more generally to the PSED.

4.1 Identify the potential impact of the proposal on different age groups

Age Group (specify, e.g. younger, older)	Positive impact	Negative impact (specify High, Medium or Low relevance)

4.2 Identify the potential impact of the proposal on men, women and those who do not identify as a man or woman

Sex (this includes but is not the same as gender)	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified
Women				
Men				
Those who do not identify as a man or woman				

4.3 Identify the potential impact of the proposal on people transitioning from one gender to another

Gender re-assignment	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.4 Identify the potential impact of the proposal in relation to marriage/civil partnership status

Marriage/Civil Partnership	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.5 Identify the potential impact of the proposal on different race groups

Race	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.6 Identify the potential impact of the proposal on disabled people

Disability (specify whether there are particular impacts for particular types of disability)	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.7 Identify the potential impact of the proposal on pregnant women/women on maternity leave

Pregnancy/ maternity	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.8 Identify the potential impact of the proposal on lesbians, gay men, bisexual or heterosexual people

Sexual orientation	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.9 Identify the potential impact of the proposal on different religious/faith groups and/or beliefs

Religion and/or belief (specify)	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified

4.10 In compliance with Section 75 of the Northern Ireland Act 1998, identify the potential impact of the proposal on people with dependents in Northern Ireland

**Persons with dependents
(defined as those with a
primary responsibility for
a child, a person with a
disability and/or a
dependent elderly
person)**

Positive impact

Negative impact (specify High, Medium or Low relevance)

Neutral impact

Reasons and supporting evidence for impacts identified

4.11 In compliance with Section 75 of the Northern Ireland Act 1998, identify the potential impact of the policy on people with a specific political opinion in Northern Ireland

Political opinion	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified
Unionist generally				
Nationalist generally				
Republican				
Loyalist				
Members/supporters of any political party				
Other				

4.12 Identify any potential impacts of the proposal on the Welsh language, and on any other relevant language groups

In compliance with the [Welsh Language Act 1993 and the Welsh Language Measures 2011](#), we have a duty to provide services in Welsh and English. Standards 84, 85 and 86 specify that we must consider the impacts of any proposed change on opportunities for people to use the Welsh language and on treating the Welsh language no less favourably than the English language. You should consult the Welsh language advisor in forming this assessment.

Language	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified
Welsh speaker				

We should also assess how we provide support to BSL and/or any relevant other languages to staff, job applicants or anyone else interacting with the Commission.

Language	Positive impact	Negative impact (specify High, Medium or Low relevance)	Neutral impact	Reasons and supporting evidence for impacts identified
British Sign Language (BSL) speaker				
Other relevant language group (please specify)				

5 Procurement partnerships

This step considers any external contractor obligations and partnership working. The Commission's Procurement EIA sets out what steps we have taken to build into all stages of the procurement process the requirement to consider the PSED and our duties under s.75 of the Northern Ireland Act. If contractors will be involved in delivering this policy or project, the Commission's procurement procedure must be followed.

5.1 Steps we have taken to ensure that partner organisations comply with equality legislation

6 Making a decision

6.1 Following the review carried out above, what is the finding of the assessment?

Outcome	Decision and summary of the reason
Outcome 1:	No Major Change – where the EIA demonstrates the proposed decision is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.
Outcome 2:	Adjust the decision – where the EIA identifies potential problems or missed opportunities. Adjust the proposed change to remove the barriers or better promote equality.
Outcome 3:	Continue with the proposed course of action – where the EIA identifies potential adverse impact or missed opportunities to promote equality. Here, a clear justification must be made for continuing without making any change and must be in line with the statutory duty to have due regard. Compelling reasons need to be given to continue, and it is expected that this outcome would be very rare or non-existent.
Outcome 4:	Stop the proposed course of action – this is where the course of action is likely to lead to unlawful discrimination. It must be stopped and removed. It is expected that this outcome would be very rare or non-existent.

7 Next steps

If the result is outcome 1, you should seek advice from the EDI lead, agreement from the EDI group and sign-off from the relevant Director or Directors. The proposal can proceed.

Officer	Action	Date
Officer leading on proposal		
EDI lead		
EDI group		
Director/Directors		

If the result is outcome 2 please complete the action plan in agreement with the EDI lead to identify what further action is required. Once you have completed the actions you will need to revisit the EIA and agree a final outcome.

7.1 Action plan for mitigation of effects

Please identify the impact identified	Action already taken or required (please indicate)	What action should be taken to address or mitigate the impact?	Responsible staff member	Action date

If the result is, exceptionally, outcome 3 or outcome 4, you should take the draft EIA to the Commission’s Executive Team.