

Equalities Impact Assessment (EqIA) Guidance

This document gives you information and guidance on how to carry out an Equality Impact Assessment.

Before carrying out a full assessment as set out under 'stage 2', please complete an initial screening form, 'stage 1,' to see if it is necessary to carry out an equality impact assessment for your decision/ activity/ project.

STAGE 1– Initial Screening.

Details of Officer completing this form:					
Name:	Clare Paine	Job Title:	Assistant Principal Lawyer	Date:	11.08.21
Dept:	Chief Exec	Service:	Legal		
What change is being proposed? Provide a brief description (and title if applicable)					
Joining two legal frameworks to access external advice when internal capacity technical expertise requires					
Does the proposal?					
Affect service users, employees or the wider community			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Have a significant impact on how services are delivered			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Plan to withdraw a service, activity or presence			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Plan to introduce a new service or activity			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Aim to improve access to, or the delivery of a service			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	
Involve a significant commitment of resources			<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO	

Relate to an area where there are known inequalities		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<p>If you have answered NO to <u>all</u> of the questions above then the screening process is complete and you do not need to complete a Full Equality Impact Assessment or Action Plan. This decision must be signed off by your Head of Service.</p>			
Sign off by Head of Service:			
Name:	Jeremy Chambers	Signature:	<i>Jeremy Chambers</i>
Date:	17.8.21		
<p><u>Please note:</u> If equality issues are identified during the course of the policy, plan or practice development/review, the EqIA Initial Screening will need to be revisited. This may result in a full EqIA being required where it previously was not.</p>			