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| **Equality Impact Analysis:** | |
| **Policy / Project / Function:** |  |
| **Date of Analysis:** |  |
| **Analysis Rating:**    (See Completion Notes) | Red Red Amber Green  Amber |
| **Type of Analysis Performed:**    Please Tick ✔ | Systematic Policy Analysis    Consultation    Meeting  Other |
| **Please list any other policies**  **that are related to or referred**  **to as part of this analysis** |  |
| **Who does the policy, project or**  **function affect?**    Please Tick ✔ | Employees    Students    Applicants  Members of the Public  Other (List Below) |

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| **Equality Impact Analysis:** | |
| **What are the aims and intended**  **effects of this policy, project or**  **function ?** |  |
| **Is any Equality Data available**  **relating to the use or**  **implementation of this policy,**  **project or function ?**    (See Completion notes) | Yes    No |
| **List any Consultation e.g. with**  **employees, students,**  **Unions or members of the**  **public that has taken place in**  **the development or**  **implementation of this policy,**  **project or function** |  |
| **Financial Analysis**    If applicable, state any relevant cost implications  (e.g. expenses, returns or savings) as a direct result  of the implementation of this policy, project or  function | **Costs (£m)**  Implementation £  Projected Returns £  Projected Savings £ |

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| **Equality Impact Assessment Test:** | | | | |
| **What impact will the implementation of this policy, project or function have on employees, service**  **users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Protected**  **Characteristic:** | **Neutral**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification**  **where a *Genuine Determining Reason* exists** |
| **Sex**  (Men and Women) |  |  |  |  |
| **Race**  (All Racial Groups) |  |  |  |  |
| **Disability**  (e.g. Physical, Sensory and  Neuro Diversity.) |  |  |  |  |
| **Religion or Belief** |  |  |  |  |
| **Sexual Orientation**  (Heterosexual, Homosexual  and Bisexual) |  |  |  |  |
| **Equality Impact Assessment Test:** | | | | |
| **What impact will the implementation of this policy, project or function have on employees, service**  **users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | |
| **Protected**  **Characteristic:** | **Neutral**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification**  **where a *Genuine Determining Reason* exists** |
| **Pregnancy and Maternity** |  |  |  |  |
| **Marital Status**  (Married and Civil Partnerships) |  |  |  |  |
| **Gender Re-assignment** |  |  |  |  |
| **Age**(People of all ages) |  |  |  |  |

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| **Equality Impact Assessment Test:** | | | | | |
| **What impact will the implementation of this policy, project or function have on employees, service**  **users or other people who share characteristics protected by *The Equality Act 2010* ?** | | | | | |
| **Protected**  **Characteristic:** | **Neutral**  **Impact:** | **Positive**  **Impact:** | **Negative**  **Impact:** | **Evidence of impact and if applicable, justification**  **where a *Genuine Determining Reason* exists** | |
| **Gender Identity**  **(People who identify as a different gender from that which they were assigned at birth. This can include non-binary or gender non-conforming.) Note: Gender Identity is not currently covered under the Equalities Act 2010 however at QMU we encourage those undertaking equality impact assessments to include consideration of gender identity.** |  |  |  |  | |
| **Other: (Including QMU commitments to Contractual Status, Caring responsibilities and Trade Union Membership.** |  |  |  |  | |
| **Does this policy**  **promote / refer to**  **Equality ?** | Please detail below: | | | |

**This Equality Impact Analysis was completed by: (Name and Department**) ……………………….………………………………………..

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| **Action Planning:** | | | | |
| **As a result of performing this analysis, what actions are proposed to remove or reduce any risks of**  **adverse outcomes identified on employees, students or other people who share characteristics**  **protected by *The Equality Act 2010* ?** | | | | |
| **Identified Risk:** | **Recommended Actions:** | **Responsible Lead:** | **Completion Date:** | **Review Date:** |
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| **Completion Notes:** | |
| **Analysis Ratings:** | After completing this document, rate the overall analysis as follows:  **Red:** As a result of performing this analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* It is recommended that the use of the activity or policy be suspended until further work or analysis is performed.  **Red Amber:** As a result of performing this analysis, it is evident that a risk of discrimination exists (direct, indirect, unintentional or otherwise) to one or more of the nine groups of people who share *Protected Characteristics.* However, a genuine determining reason may exist that could legitimise or justify the use of this activity or policy and further professional advice should be taken.  **Amber:** As a result of performing this analysis, it is evident that a risk of discrimination (as described above) exists and this risk may be removed or reduced by implementing the actions detailed within the *Action Planning s*ection of this document.  **Green:** As a result of performing this analysis, the policy or activity does not appear to have any adverse effects on people who share *Protected Characteristics* and no further actions are recommended at this stage. |
| **Equality Data:** | Equality data is internal or external information that may indicate how the activity or policy being analysed can affect different groups of people who share the nine *Protected Characteristics* – referred to hereafter as *‘Equality Groups’.*  Examples of *Equality Data* include: (this list is not definitive)  1: Application success rates by *Equality Groups*  2: Complaints by *Equality Groups*  3: Service usage and withdrawal of services by *Equality Groups*  4: Grievances or decisions upheld and dismissed by *Equality Groups* |
| **Legal Status:** | This document is designed to assist organisations in *“Identifying and eliminating unlawful Discrimination, Harassment and Victimisation”* as required by *The Equality Act Public Sector Duty 2011.* An Equality Impact Analysis is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice. |
| ***Genuine***  ***Determining***  ***Reason*** | Certain discrimination may be capable of being justified on the grounds that:   1. *A genuine determining reason exists* 2. *The action is proportionate to the legitimate aims of the organisation*   Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Analysis. |