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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.  |