Policy Development/Review – 

Pilot Equality Impact Assessment Form

*Equality Impact Assessment (EIA) is a systematic and evidence-based process which verifies that the University’s policies and practices are non-discriminatory, and are fair and inclusive in meeting the legitimate needs of the diverse groups that make up the University community. The key purpose of the Pilot Form and Toolkit is to help identify any Equality, Diversity and Inclusion (EDI) impact (positive or negative) associated with new or updated policies, along with any potential discrimination or gaps in policy development.*

*This form should be completed, in conjunction with the EIA Toolkit Guidelines, and submitted for approval to the relevant governance body in advance of any policy development or major review of existing policy. Equality impacts should continue to be considered throughout the policy drafting process (please see EIA Toolkit Guidelines for details) and the final Equality Impact Assessment Form (with revisions, if required under Outcomes 1-4 below) should be submitted again with the final policy for approval by the relevant governing body.*

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| Policy title: |  |
| Policy developer/reviewer: |  |
| Policy owner: |  |
| Approval pathway: |  |
| Proposed approval date: |  |
| Proposed effective date: |  |
| Date of latest review if applicable: |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| EIA Date: | |  | | | | | | |
| Membership of Policy Group (including EDI Group member): | | | | | | | | |
| Scope of Policy: | | | | | | | | |
| Policy Development Phase: | | | | |  | |  | |
| * Proposed new policy | | | | |  | |  | |
| * Undertaking a review of an existing policy | | | | |  | |  | |
| * Other (please state): | | | | |  | |  | |
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| Please identify any opportunity to promote Equality, Diversity and Inclusion in the University or any potential adverse impact that the development of this policy could have, on any of the equality grounds identified below. | | | | | | | | |
| **Equality Ground** | | | **Identified Impact** | | | | | |
| Race | | |  | | | | | |
| Disability | | |  | | | | | |
| Gender (including gender identity) | | |  | | | | | |
| Age | | |  | | | | | |
| Sexual Orientation | | |  | | | | | |
| Religion | | |  | | | | | |
| Civil Status | | |  | | | | | |
| Family Status | | |  | | | | | |
| Membership of the Travelling Community | | |  | | | | | |
| Socio-economic Status | | |  | | | | | |
| Select one of the four outcomes below to indicate how the development/review of the policy will be progressed and state the rationale for the decision. | | | | | | | | |
| Outcome 1: | No change required – the assessment is that the policy is/will be robust and/or | | | | |  | |  |
|  | promotes Equality, Diversity and Inclusion in the University. | | | | |  | |  |
| Outcome 2: | Adjust the policy – this involves taking steps to address any adverse impacts | | | | |  | |  |
|  | before the policy has been developed. | | | | |  | |  |
| *Outline these steps:* | | | | | | | | |
| Outcome 3: | Continue the policy while mitigating against any potential adverse impacts. | | | | |  | |  |
| *Outline how these adverse impacts can be mitigated against:* | | | | | | | | |
| Outcome 4: | Stop the policy or practice, as there are adverse effects which cannot be | | | | |  | |  |
|  | prevented or mitigated against. | | | | |  | |  |
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| In case of option 2 or option 3, if policy adjustment or mitigation is required, please indicate recommended timeframe before policy requires a further EIA review to ensure it is non-discriminatory and upholds UCD’s public sector equality duty. | | | |  | | | | |

The form should be signed by the Chair of the Policy Development/Review Group:

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| Chair |