

Involving People Equality Impact Assessment

For any engagement activity or project you undertake, we recommend completing an Equality Impact Assessment, which should be led by the engagement or project lead. Please refer to your organisation's internal guidance. or NHS employees, there is a guide for NHS staff – please refer to it when completing an equality impact assessment.

Project/service/policy background

[Add in aims of this as this is what the assessment is made against]

Assessment

This assessment was last approved by [name and role of approver] on [insert date here].

Protected characteristic	Impact ¹	Reason/ evidence for decision ²	Recommended action ³	Progress ⁴
Age ⁵				
Disability				
Gender reassignment				
Civil partnership & marriage ⁶				
Pregnancy & maternity				

¹ This could be positive, negative, neutral or you may not know at this stage. Please list all, regardless of nature, and update as your project progresses.

² Include any statistics from national or local sources, internal staff surveys, etc.

³ This could be a need to change the policy, offer training, promotion and communication, do further research or investigation etc. Please also consider any actions in relation to the Accessible Information Standard.

⁴ Suggest using RAG rating: red = off target; amber = on target within revised timeframes; green = on target within agreed timeframes; blue= complete.

⁵ There are differences in how the law applies to under 18s so if need to consider then do further research.

⁶ Only applies to employment under the Equality Act.

Protected characteristic	Impact ¹	Reason/ evidence for decision ²	Recommended action ³	Progress ⁴
Race				
Religion & belief				
Sex				
Sexual orientation				
Other social justice issues				

This **guide** may be helpful in terms of understanding the Equality Act and the three elements of the Public Sector Equality duty, our duties as providers of public functions and how this applies to each of the protected characteristics.