

## Equality Impact Assessments (EIA)

1. An EIA is an evidence-based approach to ensure that policies, practices, and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation. EIAs apply to a range of functions, activities, and decisions for which the University is responsible, including learning and teaching, research and employment policies and procedures. It is considered good practice to undertake EIAs on courses being taken through validation/revalidation, and on research proposals, bids, grants, and contracts.
2. The University is committed to promoting equality and participation in its activities related to the work it does with students and external stakeholders, and its responsibilities as an employer. As a public authority the University is required to meet the Public Sector Equality Duties (PSED); to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations when making decisions and developing policies and procedures. The Equality Act 2010 does not specifically require EIAs to be conducted, although they provide evidence to demonstrate compliance with the PSED.
3. An EIA will help to ensure that:
  - we understand the potential effects of the policy or procedure by assessing the impacts on different groups both external and internal
  - any adverse impacts are identified, and actions identified to remove or mitigate them
  - decisions are transparent and based on evidence with clear reasoning
  - the publication of the policy or procedure meets the standards for being perceivable, operable, understandable, and robust
4. Whether an EIA is needed or not will depend on the likely impact that the policy or procedure may have and the relevance of the activity to equality. The EIA should be done when the need for a new policy or procedure is identified, or when an existing one is reviewed. Depending on the type of policy or activity advice can be sought from the University Secretary, the HR department, or the Academic Registrar.
5. The Policy Officer responsible for the policy or procedure should undertake the EIA and involve at least one other person in the process. The Approving Body for the document should be provided with the outcomes of the EIA and any mitigating actions taken to address negative outcomes. The

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Religion or belief  
Sexual orientation

It is good practice to include other employment characteristics such as full/part time contract status and fixed term/open contracts. Consideration should also be given to whether any groups of students could be being discriminated against such as undergraduate/postgraduate, full-time/part time. Many EIAs also include the impact on those with caring responsibilities, care leavers, and those from areas of low higher education participation, low household income or low socioeconomic status.

### Consultation

Consultation is important and key to demonstrating that organisations are meeting the equalities duties, but it also needs to be proportionate and relevant. Considering the degree and range of consultation will safeguard against 'groupthink'. It is important to guard against over-consultation on a small policy or procedure or under-consultation on a significant policy or procedure.

### Provisional Assessment (PIA)

A Provisional Assessment is required once the policy or procedure has been sufficiently developed. A provisional assessment is undertaken by at least two people

Approval Box on the policy or procedure document. The Policy Officer should retain a copy of the EIA alongside their copy of the policy or procedure, there is no requirement to publish the EIA.

## Provisional Equality Impact Assessment

Name of policy/procedure/system/re-structure					
Summary of the aims and objectives					
Those likely to be affected (i.e students, staff, visitors, wider community, potential students, and staff)					
Consultation process undertaken at this stage					
Protected Characteristics	What is the likely impact on those with this protected characteristic (also consider those with multiple identities e.g., disability and age)?				
	Positive	Neutral	Negative	Reasons for this assessment	
1. Age					
2. Disability					
3. Gender					
4. Gender re-assignment					
5. Marriage and civil partnership					
6. Pregnancy and maternity					
7. Race and ethnicity					

Name	Job title	Date

Requirement

## Full Equality Impact Assessment

Name of policy/procedure/system/re-structure	
Summary of the aims and objectives	
Those likely to be affected (i.e students, staff, visitors, wider community, potential students, and staff)	
Consultation process undertaken to date	

Protected Characteristic (consider those with multiple identities e.g., disability and age)	Details of the profile for the people where implementation is planned (e.g., % of those in different age groups/disclosing disability/gender...)	If there is potential for positive or negative impact, explain and give examples of any evidence/data used.	Action to address negative impact (i.e., adjustment)
1. Age			
2. Disability			
3. Gender			
4. Gender re-assignment			
5. Marriage and civil partnership			
6. Pregnancy and maternity			
7. Race and ethnicity			
8. Religion and belief			
9. Sexual orientation			
Other characteristics			
10. Full or part time (staff or student)			

**Protected  
Characteristic**  
(consider those  
with multiple  
identities e.g.,  
disability and age)

**Details of the profile for  
the people where  
implementation is  
planned** (e.g., % of  
those in different age  
groups/disclosing  
disability/gender...)

**If there is potential  
for positive or  
negative impact,  
explain and give  
examples of any  
evidence/data used.**