

# Helping to make an impact

# Equality Impact Needs Assessment/Equality Analysis Form and

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### **EINA/EQUALITY ANALYSIS GUIDANCE INFORMATION**

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### **APPENDICES**

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# **CONTACT DETAILS**

### STAGE 1 - INITIAL SCREENING GUIDANCE

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## STEP 1 - SCOPING THE EINA/EA

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# STEP 6 – MONITORING, EVALUATING AND REVIEWING

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# STEP 7 - ACTION PLANNING

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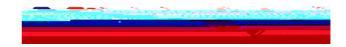
# STEP 8 - SIGN-OFF

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# INITIAL SCREENING - STAGE 1 (See Guidance information page 4)

As a public authority we need to ensure that our st



2. Explain how the main aims of the policy, strategy, function or service will support the Equality Duties?  En named or name on aims of the policy, strategy, function or service will support the Equality Duties?  En named or name on aims of the policy, strategy, function or service will support the Equality Duties?  Advance equality of opportunity?  Of ter ood relation?  Pro of the policy, strategy, function or service will support the Equality Duties?  Of ter ood relation?  Pro of the policy, strategy, function or service will support the Equality Duties?				
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3. Does your policy, strategy, function or service affect:				
erv ce u er Ye \( \subseteq  \text{No} \subseteq \text{No} \s				

5. Will the policy, strategy, function or service, have a adverse (negative) impact upon the lives of people, including employees and service users?
Ye ☐ No ⊠ Please provide an explanation for your 'Yes' or 'No' answer
e pie entation oft etec nouo y refre in not averam adver e effect ont e ve of people at t e c an e overtot e refre ed ard afre in e anated to e per ence n and do nt e An updated, ore efficient y te in average at the second entering of people.
6. Is an Equality Impact Needs Assessment/Equality Analysis required?
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#### **DECLARATION**

A Full EINA/EQUALITY ANALYSIS is not required, the Initial Screening has demonstrated that the Policy, Strategy, Function or Service is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

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Quality check: The screening document has been checked using the agreed audit arrangements in the Directorate:

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2. Have you identified any gaps in relation to the above question? Yes No If 'Yes' please detail including what additional research or data is required to fill these gaps? Have you considered commissioning new data or research?		
If 'No' proceed to Step 2.		
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Target groups	3. Describe what you did, with a brief summary of the responses gained and links to relevant documents, as	
	well as any actions	
Age		

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Race	
Religion or belief	
Sexual orientation	
4. Who are the main stakeholders a	nd what are their requirements?
4. Who are the main stakeholders a	nd what are their requirements?

5. Amongst the identified groups in the previous question, what does your information tell you about the potential take-up of resulting services?

# Step 4 – Procurement and Partnerships de e u d¥nce nfor ¥ on p¥ e

7. Is this project due to be carried out wholly or partly by contractors?		
Yes 🗌	No 🗌	
If 'yes', have you done any work to include equality considerations into the contract		

# Step 7 - Action Plan de ud¥nce nfor ¥t on p¥t e

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10. Taking into consideration the responses outline

# **GOVERNANCE AND QUALITY ASSURANCE**

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# FREQUENTLY ASKED QUESTIONS ON THE EINA/EQUALITY ANALYSIS PROCESS

### The EINA/EQUALITY ANALYSIS Procedure

When do you conduct an EINA/EQUALITY ANALYSIS?

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#### **APPENDIX 1**

If a major amendment is done to a policy, does a new EINA/EQUALITY ANALYSIS need to be done?

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What will happen if we do not do an EINA/EQUALITY ANALYSIS or if the EINA/EQUALITY ANALYSIS is not done properly?

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## What is Mitigating an Adverse Impact?

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#### **Examples of potential significant adverse impact**

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# **APPENDIX 1**

# Completion of the EINA/EQUALITY ANALYSIS

Who will read or use the completed EINA/EQUALITY AN

# **Definitions**

# PROTECTED CHARACTERISTICS: DEFINITIONS

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# **CONTACT DETAILS**

# **EQUALITY AND DIVERSITY DIVISION**

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