**Recording Equality Impact Assessment of Policies, Services and Functions**

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| **1.** | **Department and/or Team** |  |
| **2.** | **Name of policy, project service/function, contract or strategy being analysed** |  |
| **3.** | **Name and contact details of staff completing the assessment** |  |
| **4.** | **Brief Description of policy being analysed (Summarise the aims, objectives and purpose of the policy)** |  |
| **5.** | **Is this a new policy or a review of an existing one?** |  |
| **6.** | **Data & Engagement – what information did you gather and use and who have you consulted?** |  |

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| **7.** | **Findings – Did you discover any adverse or positive impact on any of the following 9 equality strands or protected characteristics?** | **Identified Impacts** | | | **Actions** |
|  | **Age (younger/older)** |  | | |  |
|  | **Disability (e.g. physical/sensory/unseen)** |  | | |  |
|  | **Gender/Sex (female/male)** |  | | |  |
|  | **Transgender (including process of gender re-assignment)** |  | | |  |
|  | **Race/Ethnicity/Culture (Asian, Chinese, White, Black, Other and categories within these)** |  | | |  |
|  | **Religion / Belief (Muslim, Sikh, Christian, Jewish, Hindu etc.)** |  | | |  |
|  | **Sexual Orientation (lesbian, gay, bisexual)** |  | | |  |
|  | **Pregnancy and Maternity** |  | | |  |
|  | **Other (family circumstance, socio economic circumstance etc)** |  | | |  |
| **10.** | **How does the policy fit with the Company’s wider objectives and priorities?** |  | | | |
| **11.** | **If you have discovered some inequalities/adverse impact what are you going to do to reduce/eliminate them?**  **NB: Positive impacts should also be recorded.** |  | | | |
| **12.** | **How and when will you monitor whether the adverse impact has been eliminated or reduced?** |  | | | |
| **Signed:** | |  | **Date:** |  | |
| **Full name:** | |  | **Post title** |  | |