



## Equality Impact Assessment Form Guidance

### 1. Introduction

- 1.1. The aim of this document is to assist all policy holders to ensure that all strategies, policies or procedures are compliant with the Equality Act 2010 and YSJSU's Equality and Diversity Policy.

### 2. The purpose of the Impact Assessment

- 2.1. In order to fulfil its equality duties, YSJSU is committed to ensuring that an impact assessment is undertaken for all policies, strategies and procedures. The purpose of equality impact assessment is to ensure that all policies, strategies and procedures used by YSJSU are legally compliant and to ensure that none of its activities are discriminatory.

### 3. Process

- 3.1. Where a policy, procedure or strategy, whether existing or new, is found to contravene either legislation or the SU's Equality and Diversity policy, immediate changes should be made to rectify this situation.
- 3.2. Completed impact assessment forms should be submitted to the People and Culture Sub-Committee. The Chair (or their nominated representative) will sign off to confirm that the document has complied with legislation and relevant YSJSU policies.
- 3.3. Please note: no new or revised policies, strategies or processes will be approved without the completion of an Equality Impact Assessment Form. The People and Culture Sub-Committee will look to ensure this process has been completed prior to accepting the new policy, procedure or strategy.

#### **4. Support during the process**

4.1. An Officer or Staff Member requiring help in undertaking the impact assessment, should contact the CEO.

#### **5. Review of Impact Assessments**

5.1. Policies/procedures and strategies should be reviewed every three years or sooner if legislation changes require it.

#### **6. Record keeping**

6.1. All staff and officers must ensure that records of the impact assessment are maintained. This form must accompany any new or revised policy etc. A copy must also be logged on the shared drive.



## Impact Assessment Form

### SECTION 1: ABOUT THE POLICY/PROCEDURE/STRATEGY

Policy title / procedure / strategy	
New or review of existing policy / procedure / strategy	
Name and role of policy owner	
Date of assessment	

### SECTION 2: ASSESSING IMPACT/COMPLIANCE

In the table below, tick whether the policyholder has considered the policy, procedure or strategy in relation to the Equality Groups listed.

Equality Group	Legally Compliant	Consistent with YSJSU policies & codes of practice	Additional Comments
Sex			
Race			
Disabled people			
Sexuality			
Transgender people			
Belief/Culture			
Different age groups			
Pregnant/Maternity			
Gender reassignment			

Equality Group	Legally Compliant	Consistent with YSJSU policies & codes of practice	Additional Comments
Marriage and civil partnership			
Carer Status			

**SECTION 3: THE IMPACT OF THE POLICY/PROCEDURE/STRATEGY IN RELATION TO THE DIFFERENT EQUALITY GROUPS (and according to current legislation of what are legal categories)**

In the text box below, please indicate (for each group of people mentioned above Section 2) how the policy/service/procedure/strategy is or would be:

- a) experienced as positive action for that group compared to other groups of people (e.g. a disabled only service is positive action for disabled staff/students);
- b) experienced more negatively for that group compared to other groups;
- c) neither positive nor negative for any one group (equality group) compared to others.

**Impact definitions**

- **Positive:** Improves equal opportunities and/or relationships between groups. This can be “differential” i.e. where the impact can be greater for one group than another.
- **Negative:** Equality groups could be disadvantaged, and this can be differential where the negative impact on one equality group is likely to be greater than that on another. **Therefore a full, detailed report highlighting mitigation(s) is required.**
- **None:** No impact identified.

<p>Sex:</p> <p>Race:</p> <p>Disabled people:</p> <p>Sexuality:</p> <p>Transgender people:</p> <p>Belief/Culture:</p> <p>Different age groups:</p> <p>Pregnant/Maternity:</p>
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Gender reassignment:  
Marriage and civil partnership:

**SECTION 4: REVIEW**

**Date of Next Review:**

Policy/practice should be reviewed at least every 3 years if there is no change in legislation.

**SECTION 5: APPROVAL**

**Signature of policy owner:**

**Date:**

**Name of the (Sub) Committee responsible for this policy:**

**Name of Chair of Committee or Nominated Representative:**

**Signature:**

**Date:**