

Equality Impact Assessment Guidance

1. Introduction

This guidance is intended to help you complete an Equality Impact Assessment Form (EIA). All areas that have the lead responsibility for developing and revising policies, procedures or are undertaking projects are required to understand and implement this process. Before carrying out EIA, you should familiarise yourself with the University's online Equality & Diversity training and undertake our EIA training.

The University Executive Board (UEB) has made a commitment that all policy proposals, project plans and strategy documents presented to the Board are accompanied by evidence that consideration has been given to an Equalities Impact Assessment.

Please contact equality@bradford.ac.uk if you have any further questions.

2. What is an Equality Impact Assessment?

Discrimination is usually unintended and can even remain undetected until someone complains or is adversely affected by the action. An EIA is a review of activity and outcomes from an equality and diversity perspective. It is a way of carefully considering a policy or service, to establish and record whether it affects different groups of people in different ways, to identify disadvantage and take appropriate steps to eliminate discrimination.

3. The Public Sector Equality Duty

The University of Bradford has a general equality duty to have due regard to the need to:

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between people who share a relevant protected characteristic and people who do not share it.

Under the Equality Act 2010 and Public Sector Equality Duty, the University has a responsibility to assess the impact of applying proposed new or revised policies or practice. The definition of 'policy or service' should be interpreted widely and includes the University's policies, strategies, practices, plans, services, criteria, provisions, projects, and decisions.

4. Undertaking an EIA

Please refer to the **Equality Impact Assessment checklist** for further information

5. EIA Outcome

Having considered all of the sections of the form it should result in one of the following options. The reasons for the outcome should be noted and a review date set.

6. Do I need to Equality Impact Assess all policies and services?

Ideally, an impact assessment should form part of any new policy or practice and be factored in as early as one would for other considerations such as risk, budget or health and safety. Not everything needs to be impact assessed, and after consideration, if you decide that a policy or practice is not relevant then you should make a note of this in section seven of the form and provide reasoning for this.

7. Publication of EIA's

To ensure meaningful consultation, it is best practice to publish EIAs. However, in some circumstances there may be valid reasons to limit what is published or to delay publication.

Please send all forms to equality@bradford.ac.uk for publication on the website and feedback.