

# Equality Screening and Impact Assessment form

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## INTRODUCTORY GUIDANCE TO EQUALITY SCREENING AND IMPACT ASSESSMENT

**What is it?** Equality screening and impact assessment helps us consider the effect of our policies and practices<sup>1</sup> on different people. It helps us minimise negative impact and potential discrimination and promote opportunities to advance equality, inclusion and good relations between different groups of people.

There are two main elements to equality screening and impact assessment. Firstly a set of equality screening questions are reviewed. These questions help determine whether the policy is relevant to equality and whether it needs to go through an equality impact assessment. The second element, if required, is the equality impact assessment meeting. This is where a panel of people review the proposed policy, particularly thinking about its impact on different groups of people, trying to identify and counter any potential negative impact and promote any opportunities to enhance equality. The panel suggests actions for the policy owner to adopt.

**Why do we do it?** The process helps us improve our policies and build equality into our work. Equality screening and impact assessment helps us consider the potential impact of what we do on different groups who are susceptible to unjustified discrimination, some of whom are legally protected against this, whether by UK or other law. It helps us demonstrate that we have proactively considered equality when developing our policies.

**When should we do it?** Assessing the impact on equality should start early in the policy development process, or at the early stage of a review. Assessing the impact on equality should be ongoing rather than a one-off exercise, because circumstances change over time, so equality considerations should be taken into account both as the policy is developed and also as it is implemented. The guidance here is to help assess the impact on equality before the policy is implemented.

It takes some time to properly set up an equality impact assessment meeting if one is needed, so the equality screening questions should be considered as early as possible once the policy is drafted. If an equality impact assessment is required it will take a little time to identify a chair, a note-taker, a diverse panel and to set up the meeting arrangements. In addition once the meeting has taken place there are likely to be actions to be implemented before the policy is launched. All this needs to be considered when determining the best time to address equality screening and impact assessment.

When we are implementing a policy that has been developed elsewhere, for example by a government department, or by a partner organisation we also need to assess the impact on equality. Although responsibility for the policy itself rests with the organisation that developed it, we may have choices in how it is implemented that can help eliminate potential discrimination and promote equality, inclusion and good relations.

**How do we do it?** Consider the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it. Reflect on its potential impact on people with different equality categories and think about which aspects of the policy, if any,

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<sup>1</sup> Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

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are most relevant to equality. Answer the equality screening questions to determine whether an equality impact assessment meeting is necessary.

Identify someone to chair the equality impact assessment panel meeting, if one is necessary, and someone to take the notes. The chair and note-taker play a crucial role and specific guidance has been developed to support them ([guidance for Chairs](#); [guidance for Note-takers](#)). A diverse panel should be approached, including a range of colleagues from different teams/departments/countries/regions as appropriate, some of whom should be directly involved in or impacted by the policy. Panel members should be sent the part-completed ESIA form and the policy documents, giving them at least a full week to read them and prepare for the meeting.

We particularly focus on the following equality categories (many of which are protected by equality legislation in the UK and beyond): age, dependant responsibilities (with or without), disability, gender including transgender, marital status/civil partnership, political opinion, pregnancy and maternity, race or ethnic origin, religion or belief and sexual orientation. Invariably there are other areas to consider including full-time/part-time working, geographical location, tribe/caste/clan or language, dependent on the country. We also review what is being proposed against the organisation's values (creativity, integrity, mutuality, professionalism and valuing people).

After the meeting the action points identified by the panel are reviewed by the policy owner and implemented as appropriate. The policy owner confirms implementation of the action points (and outlines a justification for any action points that won't be taken forward) and then signs off and sends the completed form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).

## **Northern Ireland**

There is particular legislation in Northern Ireland which requires a more detailed process of equality screening and impact assessment for policies that are deemed to have high relevance to equality. This includes external consultation with relevant contacts and organisations. Given this, there is a need to confirm whether the proposed policy affects anyone in Northern Ireland. **If it does, all parts of the form need to be completed and the guidance at Annex A must be read and followed.**

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## EQUALITY SCREENING

### POLICY<sup>2</sup> DETAILS – Please complete

<b>Title of policy</b>	<b>Future Leaders Connect</b>
<b>Name of policy owner</b>	<b>Ellen Berry</b>
<b>Intended implementation date</b>	<b>March 2017</b>

**BACKGROUND** - Provide brief background information about the policy, or change to it. Include rationale, intended beneficiaries and expected outcomes. (Use as much space as you wish, the text box below will expand as you enter information).

Future Leaders Connect is where exceptional young people from around the world will join a long-term network of emerging policy leaders. They will develop their policy making expertise, make valuable connections and gain the skills to have real impact. Together they will discuss major global policy issues in the Houses of Parliament, engage with inspiring leaders, visit some of the UK's leading global institutions and collaborate to produce innovative policy recommendations. The skills, experience and connections they make through Future Leaders Connect will support them to seize their leadership potential. The policy making expertise they acquire will support them when they begin to make impact in their countries and beyond. The following countries are taking part in the delivery of the programme in 2017 its inaugural year: Egypt, India, Indonesia, Kenya, Mexico, Morocco, Nigeria, Pakistan, Tunisia, UK and USA.

Why are we doing Future Leaders Connect?

- To develop the capacity of the next generation of global leaders.
- To create a long-term network, and develop their intercultural understanding and connections.
- It provides an opportunity for the most exceptional young people we are already working with, and a way for us to maintain our connections with them.
- Market research shows that there are few leadership programmes with a specific focus on policy.

### IS AN EQUALITY IMPACT ASSESSMENT REQUIRED?

To determine this, please answer the following by ticking yes, no or not sure:

Question	Yes	No	Not sure
Is the policy potentially significant in terms of its anticipated impact on employees, or customers/clients/audiences, or the wider community?	Yes		

<sup>2</sup> Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

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Is it a major policy, significantly affecting how programmes/services/functions are delivered?		No	
Might the policy affect people in particular equality categories in a different way?	Yes		
Are the potential equality impacts unknown?	Yes		
Does the policy have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?		No	
Will the policy have an impact on anyone in Northern Ireland?	Yes		
<b>Total responses Yes/No/Not sure</b>			

### DECIDING IF AN EQUALITY IMPACT ASSESSMENT IS NECESSARY

If all the answers to the questions above are 'no' then an equality impact assessment is not needed.

*Please move to the 'Record of decision' section below.*

If there are any 'yes' responses then an equality impact assessment is necessary.

*Please move to the 'Record of decision' section below.*

If there are no 'yes' responses but there are any 'not sure' responses then please discuss next steps further with the Regional Diversity Lead or with the Diversity Unit, who will help you decide if an equality impact assessment is necessary. Examples of situations where it is not necessary to carry out an equality impact assessment include:

- Producing a team newsletter
- Changing the time of a meeting
- Planning an internal event

In these instances relevant equality issues should still be considered, but there is no need to carry out an equality impact assessment.

### RECORD OF DECISION

I confirm an equality impact assessment is required / is not required (*delete as relevant*).

Policy Owner: Ellen Berry

Role: Programme Manager

Date: 27 February 2017

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**Note 1:** *If an equality impact assessment **is required**, please complete questions 1-3 in the following section and send this part-completed form to the panel along with any relevant background documentation about the policy at least one full week prior to the EIA meeting. This should include the draft policy and any supporting data or relevant papers.*

**Note 2:** *If an equality impact assessment **is not required**, please send this screening section of the form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).*

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## EQUALITY IMPACT ASSESSMENT

**PART A:** *This section is to be completed before the EIA panel meeting and sent at least one week in advance to the panel along with the policy and other relevant documents.*

<b>TITLE OF POLICY:</b>	<b>Future Leaders Connect</b>
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*(Take as much space as required under each heading below)*

- 1. Please summarise the purpose of the policy, the context in which it will operate, who it should benefit and what results are intended from it.**

The programme aims to provide future leaders with skills and international networks which will improve their ability to make or influence policy changes, leading to long term impact on the social and economic development in their countries and beyond.

The programme is being undertaken to support the development of future policy makers in key countries, aiming to help them become exceptional leaders, while also developing strong relationships between UK and global future leaders.

In the first year, the programme will be delivered in 10 overseas countries, Egypt, India, Indonesia, Kenya, Mexico, Morocco and Tunisia, Nigeria, Pakistan, the US and all 4 nations in the UK.

- 2. Please explain any aspects of the policy you've been able to identify that are relevant to equality. This will contribute to the equality-focused discussion the panel will have.**

We encourage applications from all sections of society. To do this, we will support the country teams to reach out to people outside of capital cities and "hard to reach groups". At this stage the panel specifically identified the below EDI areas to focus on:

Age

- The programme participants will be between an age group of 18-35 but we will make sure that people outside of this age group are included in programme as guests, member of panels and speakers etc.

Disability

- Through the programme, we will promote the opportunity to disabled people- if needed, we will seek guidance from the EDI team's advisory group on disability

Gender

- We will make sure that there is a balanced participation of women as applicants, finalists, participants, member of selection panels as well as speakers. This is included to our shortlisting and selection guidance to the countries

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3. Please outline any equality-related supporting data that should be considered. This could include consultation with Trades Union Side or staff associations, equality monitoring data, responses from staff surveys or client feedback exercises, external demographic and benchmarking data or other relevant internal or external material.

- Programme business case
- Consultations with every participating country office as well as across SBUs  
Consultations with young people, through informal focus groups in Morocco and Ukraine
- Consultations with the BC EDI team
- External market research
- Leadership Literature Review conducted by the Cambridge Institute of Sustainable Leadership
- EDI questions in the programme application
- A needs analysis for each participant via online questions
- EDI is incorporated to the programme evaluation process

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**PART B:** *This section captures the notes of the Equality Impact Assessment panel meeting.*

<b>TITLE OF POLICY<sup>3</sup>:</b>	<b>Future Leaders Connect</b>
<b>DATE OF EIA PANEL MEETING:</b>	<b>27 February 2017</b>

1. Please list the names, roles/business areas and geographical location of the panel members. If contributions have been received in writing by people who could not attend please list their details too and note 'input in writing' by their name.

Ellen Berry, UK, Chair Talia Bijwe Alexander, Tunisia, Member Kartini Sunityo, Indonesia, Member Lydia Bolwell, UK, Member Daud Rasool, UK, Note taker
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2. Summarise the main points made in the discussion, noting which documents were reviewed. Note any points relating to clarity/quality assurance as well as points relating to equality issues.

The panel agreed that the programme has potential impact on different category of the audiences and wider communities. Most of the programme related EDI impacts are known but there could be some unknown impacts which will be taken into account as lessons learnt during the review of the programme and evaluation process. It was also discussed how the programme could be further inclusive by helping the country offices to promote the programme widely outside capital cities in order to include the hard-to-reach groups and minorities. It was suggested that the programme website should contain EDI information and strapline. The programme is providing a platform to promote EDI through the Conference in Parliament involving MPs. We should ensure that the programme promotional materials and banners reflect EDI.

The panel focussed particularly on participation of people with disability and suggested that the programme should make sure that the opportunity is promoted to people with disability, encourage them to apply and also make sure that the venues are accessible for disabled people. The other points were made included staff awareness of disability and that the programme should make sure that everyone has the same level of awareness. It was also raised that mental illness is harder to deal with than physical (people are less likely to disclose it), how can we make adaptations in the programme and/or make sure we are aware and make adaptations. Capacity to complete the application from was discussed and that this would be a huge struggle for people with dyslexia etc, it is very text heavy.

The panel also suggested that EDI should be reflected in selection of judging and selection panels for Heat Events as well as in selection of conference speakers. The panel then discussed the EDI related supporting data, documents and consultations made with different teams in the UK and overseas and that were taken into consideration throughout the programme design and development phase.

<sup>3</sup> Consistent with its broad definition in Section 75 of the Northern Ireland Act and other equality legislation, this guidance uses the term 'policy' as a shorthand for policies, practices, activities and significant decisions about how we work and carry out our functions.

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3. **Capturing information about the protected groups/characteristics** - Based on the notes of the discussion (section above), record here any potential for negative impact identified and any opportunity to promote equality, inclusion and good relations.

<b>Equality categories</b> (with prompts to guide full consideration)	<b>Potential for negative impact</b>	<b>Opportunity to promote equality, inclusion and/or good relations between different groups</b>
Different ages (older, middle-aged, young adult, teenage, children; authority generation; vulnerable adults)	<ul style="list-style-type: none"> <li>• People unable to apply (those over 35 or under 18)</li> </ul>	<ul style="list-style-type: none"> <li>• Involve established, older leaders</li> <li>• Invite younger people to the heat events</li> <li>• Digital elements of programme</li> <li>• Justification around age</li> </ul>
Different dependant responsibilities (childcare, eldercare, care for disabled and/or extended family)	<ul style="list-style-type: none"> <li>• Unable to travel for nine days, very full on programme</li> <li>• Heat events – people might have to travel within their countries</li> </ul>	<ul style="list-style-type: none"> <li>• Policy around paying for people’s dependents etc</li> </ul>
Disabled people (physical, sensory, learning, hidden, mental health, HIV/AIDS, other)	<ul style="list-style-type: none"> <li>• Unable to travel for nine days, very full on programme</li> <li>• Heat events – people might have to travel within their countries. Venues and programming in country might not be that accessible.</li> <li>• Some venues might not be accessible.</li> <li>• Less access to leaders in their countries, and less support. Not sustainable development for them personally</li> <li>• Application form is long, and assess people based on their writing skills, and then on public speaking</li> </ul>	<ul style="list-style-type: none"> <li>• Policy around paying for support / carer to attend?</li> <li>• Choosing accessible venues (access audit’s on event venues)</li> <li>• Make it clear in comms that we will make reasonable adjustments</li> </ul> <p>Digitally delivering online development. Connect them with other leaders. Ask them to cascade their learning with other disabled people in their country.</p> <ul style="list-style-type: none"> <li>• Promote to organisations working with disabled people</li> <li>• Training to team on working with disability, including mental ill-health</li> </ul>
Different ethnic and cultural groups (majority and minority, including Roma people, people from	<ul style="list-style-type: none"> <li>• Lack of diversity in promotion and selection</li> <li>• Hard to get a visa</li> </ul>	<ul style="list-style-type: none"> <li>• Use fair and transparent application process, same everywhere</li> <li>• Focus on diversity in the application</li> </ul>

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Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
different tribes/castes/clans)	<ul style="list-style-type: none"> <li>• Lack of diversity of speakers etc</li> </ul>	<p>process</p> <ul style="list-style-type: none"> <li>• Connect them with UK diaspora and high level speakers from different backgrounds</li> </ul>
Different genders (men, women, transgender, intersex, other)	<ul style="list-style-type: none"> <li>• Harder for women to take part</li> <li>• Need for chaperone</li> </ul>	<ul style="list-style-type: none"> <li>• Balanced speaker panels</li> <li>• 50% women and men as our participants → guidance note for countries and sifting agency</li> </ul>
Different marital status (single, married, civil partnership, other)	<ul style="list-style-type: none"> <li>• Some women may need to be accompanied by chaperone</li> <li>• Want to be accompanied by partner</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Different political views or community backgrounds (particularly relevant to Northern Ireland)	<ul style="list-style-type: none"> <li>• Risk of not reaching out to all political view points</li> <li>• Conflicting political view-points to cause tension or conflict</li> <li>• Difficulty with local governments – providing platform for young people from opposition etc</li> </ul>	<ul style="list-style-type: none"> <li>• Promoting in a different way in Northern Ireland (not using MPs, to reach out to a wider audience)</li> <li>• Reaching out to parliamentarians across political boundaries in UK</li> <li>• Aim to build understanding of how to work with people of different view-points. Focus on discussing across boundaries.</li> <li>• Guidance sheet on code of conduct. Facilitator to reinforce respect etc for different views. For heat events too?</li> <li>• Messaging around how this is a platform for discussion not for promoting their views etc. British Council doesn't endorse the views.</li> </ul>
Pregnancy, maternity, paternity and adoption (before/during/after)	<ul style="list-style-type: none"> <li>• Difficult for pregnant/breastfeeding women to travel or take part, or for parents of young children or for parents of young children, especially single parents</li> </ul>	<ul style="list-style-type: none"> <li>• Policy for people bringing dependents</li> <li>• Give people space for next year if they can't come this year</li> </ul>

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Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
Different or no religious or philosophical beliefs (majority/ minority/ none)	<ul style="list-style-type: none"> <li>• Social time could be an issue if focused around alcohol etc</li> <li>• Religious festivals</li> <li>• Ramadan over the period of heat events</li> <li>• Risk of clashes?</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol, halal/kosher food, prayer space and time to prayer</li> <li>• Ask people what they need to support their religious belief</li> <li>• Code of conduct</li> </ul>
Different sexual orientations (gay, lesbian, bisexual, heterosexual)	<ul style="list-style-type: none"> <li>• Risk around how people treat each other</li> <li>• Perception risk around this from some countries?</li> </ul>	<ul style="list-style-type: none"> <li>• Code of conduct, strong facilitation</li> </ul>
Additional equality grounds (such as full-time/part-time working, language, geographical location, other <sup>4</sup> )	<ul style="list-style-type: none"> <li>• English language</li> <li>• Elite groups</li> <li>• Hard to get visas – do they have to travel to get one?</li> <li>• People who need a chaperone</li> </ul>	<ul style="list-style-type: none"> <li>• Help with visa letters</li> <li>• Should we pay for visa application?</li> <li>• We cover costs</li> <li>• Unconscious briefing for panellists</li> <li>• People who can't make it can come next year</li> </ul>
British Council values (valuing people, creativity, integrity, mutuality, professionalism)	<ul style="list-style-type: none"> <li>• Risk people feel the programme is too UK focused</li> </ul>	<ul style="list-style-type: none"> <li>• Send info on our values – especially that we want you to bring your experiences and views</li> <li>• Global and diverse leaders</li> <li>• Diaspora groups and MPs</li> </ul>

Action identified by Panel	Agreed by Policy Owner (Yes/No)	Justification if not agreed	Date to be implemented	Confirmation of implementation
Decide policies about bringing				

<sup>4</sup> Any other categories people share that might impact on how the policy affects them.

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chaperone, dependents, carers.			
Finance implication of participants UK visa cost			
Reaching out the BC EDI disability working group for advice.			

**4. Agreed actions** - *Insert additional rows for more action points and number these.*

**5. Sign off by policy owner**

I confirm that the policy has been amended as identified in the **Agreed actions** table above.

If the policy has an impact on people or functions in Northern Ireland, I confirm Annex A has also been completed.

\_\_\_\_\_ (Name)                      \_\_\_\_\_ (Role)                      \_\_\_\_\_ (Date)

**6. Record keeping**

The Policy Owner (or their agent) must email the completed ESIA form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).

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ANNEX A

## POLICIES WITH AN IMPACT IN NORTHERN IRELAND

In accordance with the Guide for Public Authorities, policies which have a MAJOR impact on equality will share some of the following factors:

- they are deemed to be significant in terms of strategic importance;
- the potential equality impacts are unknown;
- the potential equality and/or good relations impacts are likely to be adverse or experienced disproportionately by groups who are marginalised or disadvantaged;
- the policy is likely to be challenged by a judicial review;
- the policy is significant in terms of expenditure.

Policies which have a MINOR impact on equality will share some of the following factors:

- they are not unlawfully discriminatory and any residual potential differential impact is judged to be negligible;
- aspects of the policy are potentially unlawfully discriminatory but this possibility can readily and easily be eliminated by making the changes identified in the action points at Section 4;
- any differential equality impact is intentional because the policy has been designed specifically to promote equality for particular groups of disadvantaged people;
- by amending the policy there are opportunities to better promote equality, inclusion and/or good relations.

Policies which have NO impact on equality will share some of the following factors:

- they have no relevance to equality, inclusion or good relations;
- they are purely technical in nature and have no bearing in terms of the impact on equality, inclusion or good relations for people in different equality groups.

For policies impacting on people or functions in Northern Ireland, you must identify whether any of the issues identified by the EIA panel in the table at Section 3 are likely to have a MAJOR, MINOR or NO impact on equality. This consideration must be given to all the items listed in the table at section 3 whether they have potential for negative impact or the opportunity to promote equality, inclusion and good relations.

Equality categories	Negative/Positive impact on equality, inclusion or good relations		
	NO	MINOR	MAJOR
Age		Minor	
Dependants		Minor	
Disability	No		
Ethnicity	No		
Gender	No		
Marital status	No		
Political opinion	No		
Religious belief	No		
Sexual orientation		Minor	

If the answer to the above questions is NO, no further action is needed.

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If MINOR impact is identified and the actions listed at Section 4 will address this, no further action is needed. Where the actions listed at Section 4 will not sufficiently address the impact, additional measures that might mitigate the policy impact as well as alternative policies that might better achieve the promotion of equality of opportunity and/or good relations should be considered. If mitigating measures and/or an alternative approach cannot be taken then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

If a MAJOR impact is identified in any of the answers above then the policy should be subject to full Equality Impact Assessment (EQIA) aligned to Northern Ireland's equality legislation.

*For guidance on completing full EQIA aligned to Northern Ireland's equality legislation, see <http://www.equalityni.org/archive/pdf/S75GuideforPublicAuthoritiesApril2010.pdf>.*

A member of the Diversity Unit should be involved in any EQIAs that take place.

**RECORD OF DECISION AND SIGN OFF BY POLICY OWNER:** *(please delete 2 of the following statements)*

I confirm that a full EQIA is not needed and no further action needs to be taken.

**Signed by:**

Ellen Berry (Name) Future Leaders Connect Manager (Role)

11/05/2017 (Date)

### RECORD KEEPING

The Policy Owner (or their agent) must email the completed ESIA form to [ESIA@britishcouncil.org](mailto:ESIA@britishcouncil.org).