

Equality Screening and Impact Assessment

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 practices¹ 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,

¹ 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.

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.**

Wales

As a public body operating in Wales there is a legal requirement for us to produce any information intended for the general public in Wales in the Welsh language. Therefore there is a section in the form seeking confirmation of whether the Welsh public will be affected by the proposed policy.

Please note

Before submitting this planning tool, ensure that it has been signed and dated by the policy owner on both the Record of Decision page 4 & Part B section 5. The document will be invalid if not correctly completed.

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EQUALITY SCREENING

POLICY² DETAILS – *Please complete*

Title of policy	Exams Premises Design Guide
Name of policy owner	Benedict Horsman
Intended implementation date	March 2021

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).*

Exams Premises Design Guide

- British Council and in this case, Exams require numerous different premises types;
- GE creates Premises Design Guides for each of these premises types, which includes all information required to create a new/upgrade an existing premises, to ensure it complies with all policies/standards/regulations/products, many of which cover EDI aspects;
- This Premises Design Guide is intended for the use of Exams, GE and External Design Consultants throughout the site selection, design and construction process;
- Key aspects within the guide include:
 - Design principles
 - Spaces and furniture required
 - General standards such as materials, safety & security and accessibility etc.
 - Branding
- The key beneficiaries are both GE and Exams, to address the following:
 - Interpreting exams Corporate Premises Standards (decided between all exam suppliers, including British Council)
 - Global expansion and evolution of exams global premises network
 - The transition from face-to-face speaking tests to online Video Call Speaking Tests
 - The transition from paper-based listening, reading and writing tests to computer delivered

IS AN EQUALITY IMPACT ASSESSMENT REQUIRED?

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

² 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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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		
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?		No	
Does the policy have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	Yes		
Will the policy have an impact on anyone in Northern Ireland?	Yes		
Will the policy need to be communicated externally in Wales and therefore translated into Welsh?		No	
Total responses Yes/No/Not sure	4	3	0

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: Benedict Horsman (Name)

Design Manager (Role)

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Date: 17/02/2021

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.*

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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.

TITLE OF POLICY:	Exams Premises Design Guide
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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.

<p>Exams premises Design Guide</p> <ul style="list-style-type: none">• British Council and in this case, Exams require numerous different premises types.• GE creates Premises Design Guides for each of these premises' types, which includes all information required to create a new/upgrade an existing premises, to ensure it complies with all policies/standards/regulations/products, many of which cover EDI aspects;• This Premises Design Guide is intended for the use of Exams, GE and External Design Consultants throughout the site selection, design and construction process.• Key aspects within the guide include:<ul style="list-style-type: none">○ Design principles○ Spaces and furniture required○ General standards such as materials, safety & security and accessibility etc.○ Branding• The key beneficiaries are both GE and Exams, to address the following:<ul style="list-style-type: none">○ Interpreting exams Corporate Premises Standards (decided between all exam suppliers, including British Council)○ Global expansion and evolution of exams global premises network○ The transition from face-to-face speaking tests to online Video Call Speaking Tests○ The transition from paper-based listening, reading and writing tests to computer delivered
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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.

<ul style="list-style-type: none">• Relevant British Council EDI Policy:<ul style="list-style-type: none">○ Understanding, valuing and working constructively with diversity to enable fair and full participation in our work and activities.
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- Ensuring that there is no unjustified discrimination in our recruitment, selection, performance management and other processes.
- Treating individuals with whom we work with fairness, dignity and respect.
- Playing our part in removing barriers and redressing imbalances caused by inequality and unjustified discrimination
- Relevant British Council EDI Categories:
 - **Different ages;** barrier free access, accessible spaces and furniture and child protection
 - **Different dependent responsibilities;** wellbeing room, accessible toilet, waiting and refreshment spaces
 - **Disabled people;** barrier free access, accessible spaces and furniture and accessible finishes
 - **Different ethnic and cultural groups;** multi-cultural branding
 - **Different genders;** gender neutral provision
 - **Different marital status;** not applicable
 - **Different political views or community backgrounds;** politically sensitive multi-cultural branding
 - **Pregnancy, maternity, paternity and adoption;** wellbeing room
 - **Different or no religious or philosophical beliefs;** faith provision and gender consideration
 - **Different sexual orientations;** not applicable
 - **Additional equality grounds;** bringing testing closer to audience, multi-cultural branding and inclusive recruitment

British council values; exam environment encourages high test taker performance and the premises guide encourages global equality, ensuring the same customer journey is achieved worldwide

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.**

- All premises owned or leased by British Council for exam testing, and our partners around the world must comply with the following equality legislation and standards:
 - The UK Equality Act 2010 or local equivalent
 - The UK Building Regulations Part M or local equivalent

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

TITLE OF POLICY³:	Exams Premises Design Guide
DATE OF EIA PANEL MEETING:	25 March 2021

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.

Christine Fraser Panel Chair	Head of Workplace Performance GE Edinburgh, Scotland	Extensive experience of ESIA, representing / knowledge of disability (DWG / DWG) Property / GE delivery Design expertise
Benedict Horsman Policy Owner	Design Manager GE Manchester, England	
Medy Wang	Head of Schools, Sports and Science Chongqing, China	EDI lead for EA region, Accredited Diversity Facilitator
Simon Graham	Consultant, Language Assistant Programme, Education and Society Belfast, Northern Ireland	20 years at British Council, gather evidence for DAF, member of working group, completed 3 / 4 ESIA, most recently APTIS
Jordane Lindsay-Savery	Finance Change Governance Manager Finance and Corporate Services Manchester, England	Provide sustainable, efficient and effective governance, part of EDI working group
Danny Liu	Resources Manager, Guangzhou, China	Responsible for Health and Safety, constructed and translated Exams Premises Design Guide in 2019, contact between GE and China Exams team, attended some ESIA sessions so familiar with procedure
Carol-Ann Rush	Facilities Coordinator, Belfast, Northern Ireland	Facilities good practice in the office, new to ESIA
Claire Taylor	Facilities Support Manager, GE Manchester, England	Assist with DAF submissions, no ESIA experience

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Teresa Mitchell	Facilities Manager GE London, England	Managing Stratford office, part of DAF panel, no ESIA experience
Angela Cassius	Executive Assistant and CFO office head London, England	Observer Assist with DAF
Julie Wright Note-taker	Environment Project Officer, GE Manchester, England	Observed one previous ESIA

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.

Documents reviewed:

210217_Exams Premises Design Guide ESIA Presentation.pdf

210120_Exams Premises Design (Illustrated).pdf

In summary, the main points were

General improvements to the Exams Premises Design Guide; provision of gender neutral and accessible toilets; support for wheelchair users, the neurodiverse and those with visual and hearing impairments

Recommendation: due to unforeseen circumstances some people who were invited were unable to attend. They were therefore asked to comment retrospectively to ensure a globally diverse panel. Attendance on the day was predominantly UK based.

Introduction

In addition to the stakeholders identified in the *Exams Premises Design Guide* (Exams, GE and external design consultants) we should consider other stakeholders such as exam takers and staff when reviewing the design of exams premises.

The main audience for the *Exams Premises Design Guide* will be operational staff and external consultants/contractors; lots of imagery is used to accommodate the diverse audience and reduce use of the English language which will not be the first language of many users.

Part of the process of identifying accessible premises is location of site, for which the *Site Selection Checklist* is available providing very clear guidance. Use of this checklist is mandatory. Design of individual sites chosen is just one element of supplying an accessible environment.

The *Wayfinding guide*, produced by Brand and being updated, is very specific about correct use of and diversity of images and accessibility signage for all British Council buildings. It includes examples of dual language welcome signage. It has been ESIA screened.

To compliment the Design Guide the anticipated communications strategy should stress importance of EDI.

Suggested improvements to the *Exams Premises Design Guide*

- a clear signpost to the *Wayfinding guide* should be added
- EDI should be added as a principle
- EDI issues should be given appropriate weight
- advise that details of accessibility provision at test centres be provided on the country's intranet pages for the location.
- Remove the words 'where possible' from the following sentence on page 13 of the guide: *Where there is a change in level, where possible provide a ramp with handrails or an alternative level route* This still allows for alternatives when a ramp is not feasible/cost effective
- all premises documents should be cross-checked to ensure sexual identity wording is consistent and appropriate; transgender is included under gender.
- The guide should be reviewed regularly. (Policy owner suggested annually.)
- Although Exams is responsible for organising first-aiders, provision of a first-aid box should be included.

Gender neutral and accessible toilets

We have a global policy on toilet provision, including gender-neutral toilets although we often rely on landlord provision and have to accept that in some countries we can't have them. There is therefore an element of flexibility. Cultural sensitivities/nuances also need to be considered.

Gender neutral and accessible toilets should be given serious consideration and provided where possible to positively affect change.

Accessible toilets should be prioritised for people with disabilities and not used by those with other requirements such as parents with young children.

In any document we ensure it is given appropriate weight. The guidance is that there is an accessible toilet within 20 metres of our premises.

Definition and interpretation in different countries of the term accessible toilet should be considered.

We need to strike a balance as provision of several toilet facilities creates issues for the budget as it requires increased floor space; efficient use of space is imperative.

Support for wheelchair users

One desk space for wheelchair access is provided although there is an element of flexibility allows different uses of the space. Exams would need to manage the booking system to try to ensure as much as possible that one person in a wheelchair attends at any one time.

Fire safety

Paul Graham the Global Fire Safety Advisor to be consulted on appropriate wording for a global audience on protecting wheelchair users in the event of fire or practice evacuation. There has to be a safe refuge area and call facility that

wheelchair users use (and preferably someone to stay with them). Every country has a regulation on this.

Visual and hearing impairments

The design considers people with visual and hearing impairments looking at areas such as lighting (glare/shadows), appropriate use of colours, fire escape requirements, lit signage and alarms, carpet design.

Induction loops should be included as a requirement for test centres.

Visual alarm requirements are often in country regulations but could be included as a mandatory requirement.

23-inch monitors are generally used but provision of larger monitors or magnification software should be considered.

Religious or philosophical beliefs

Cultural sensitivities need to be considered such as in Northern Ireland where pro military / sectarian colours should not be used together.

Including guidance in the *Wayfinding guide* on use of the rainbow flag would be a positive action and should be suggested to Design.

It was brought to the panel's attention that the requirements for temporary locations, such as hotels or partnership venues are slightly less stringent, otherwise we would struggle to find a supplier.

Marital Status

Chaperone space provision for adults as well as children would be required in some countries.

Accessible seating

Test takers to be given the choice of arms/no arms and castors/no castors on chairs. Desks for staff are larger than those provided for test-takers. However, test centre desks can be used by staff and test-takers sometimes use staff areas.

Covid 19

Advice on how to operate in all our premises in relation to Covid-19 is provided by the facilities team in GE. The *Exams Premises Design Guide* will not be reviewed in the light of COVID. We are designing our premises for a Covid-free world. Hand sanitiser and social distancing are a given.

Provision of cleaning materials for cleaning between tests. Store to be provided

There is no requirement to audit accessibility provision; instead there is a template that should be completed to advise visitors on what is available. Audits can be carried out for big changes to premises but are often not an option because of cost. There is the option for EDI and FM representatives to do an audit.

Premises checklists to be sent to Panel members

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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.

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 ages (older, middle-aged, young adult, teenage, children; authority generation; vulnerable adults)		Age considerations included in design requirements Provision for chaperone space
Different dependant responsibilities (childcare, eldercare, care for disabled and/or extended family)		Provision for chaperone space
Disabled people (physical, sensory, learning, hidden, mental health, HIV/AIDS, other)		details of accessibility provision at test centres be provided on the intranet to aid journey planning Clear wayfinding provision for sight impaired and neurodiversity clear guidance for wheelchair users in the event of fire/other evacuation Induction loops in reception area Larger monitors available Options for arms/no arms and castors/no castors on chairs Visual fire alarm provision Adherence to site selection guidance

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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 ethnic and cultural groups (majority and minority, including Roma people, people from different tribes/castes/clans)		Definition and interpretation in different countries of the term accessible toilet should be considered.
Different genders (men, women, transgender, intersex, other)		Provision of gender-neutral toilet
Different languages (Welsh and/or other UK languages, local languages, sign language/s)		Following Brand guidance and Wayfinding Guide
Different marital status (single, married, civil partnership, other)		Provision for chaperone space
Different political views or community backgrounds (particularly relevant to Northern Ireland)	Colour combinations could negatively promote political association.	A politically neutral colour palette will be chosen to avoid any political bias. This should be signed off by Country Directors.
Pregnancy, maternity, paternity and adoption (before/during/after)		
Different or no religious or philosophical beliefs (majority/ minority/ none)		Separation of men and women in appropriate countries
Different sexual orientations (gay, lesbian, bisexual, heterosexual)		
Additional equality grounds (such as full-time/part-time working, geographical location, other ⁴)		
British Council values (Open and Committed, Expert and Inclusive, Optimistic and Bold)		Design guidance is optimistic and bold and embraces our values.

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

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Action identified by Panel	Agreed by Policy Owner (Yes/No)	Justification if not agreed	Date to be implemented	Confirmation of implementation
Add Equality Diversity and Inclusion reference to Guide introduction	Yes		06/06/2021	
Add clear guidance to Wayfinding Guidance in the Guide	Yes, it is now called Premises Brand Guidance		06/06/2021	
Ensure that gender neutral and accessible toilet provision is mandatory. (Country exceptions apply)	<p>Yes regarding accessible toilet</p> <p>No gender neutral toilets are not mandatory, however they are encouraged where possible</p>	<p>Exam test centre premises are numerous and small and exams funding is limited. As a result exams are unable to construct toilets, so instead select premise with toilets already constructed. In some remote locations it is not possible to find a premises with existing gender neutral toilets already constructed, and we can't allow this constraint to limit exams providing a test centre in this location,</p>	06/06/2021	

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		as this would reduce exam opportunities for our test candidates and reduce exams revenue.		
Where security frisking area is required privacy for women should be maintained.	Yes		06/06/2021	
Ask Brand to include the rainbow flag in the Wayfinding Guide update	Yes, I will ask Brand, however this is a separate policy owned by Brand, so they will make the decision		06/06/2021	
Include induction loop provision at reception.	Yes		06/06/2021	
Include the importance of the EDI principals in the guide in the communications strategy.	Yes		06/06/2021	
Request a large VDU monitor in the test room to assist those with low vision.	Yes, I will ask Exams GIS, however this is a separate policy owned by Exams GIS, so they will make the decision, and will need to consider IELTS corporate standards compliance (set		06/06/2021	

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	by another organisation outside of British Council)			
Specify chairs in test rooms with arms / no arms and castors / no castors.	Yes, already specified		06/06/2021	
Include provision of a first aid box	Yes		06/06/2021	
Specify temperature and humidity requirements in the guidance	Yes, already specified		06/06/2021	
Include safe refuge point for evacuation of those with restricted mobility.	Yes, only required for upper floors without a fire lift		06/06/2021	
Include a store for cleaning materials.	Yes, only required if the building (which has many tenants) is not centrally cleaned		06/06/2021	
Annual review of Guide to be planned for.	Yes		06/06/2021	
Include requirement for sign off by Country Director to ensure the use of a politically neutral colour palette.	No	The colour palette is fixed for test centres with no options, and is already pre-checked to ensure it is politically neutral, it is the colour	06/06/2021	

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		palette included in the ESIA presentation		
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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.

Benedict Horsman (Name) Design Manager (Role)

12th July 2021 (Date)

6. Record keeping

The Policy Owner (or their agent) must email the completed ESIA form to 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		Yes	
Dependants		Yes	
Disability		Yes	
Ethnicity		Yes	
Gender		Yes	
Marital status			
Political opinion		Yes	
Religious belief		Yes	
Sexual orientation			

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, providing all the Agreed actions at Section 4 and/or other noted mitigating actions are carried out.

Note other mitigating actions that are not listed at Section 4 here _____

Signed by:

Benedict Horsman (Name) Design Manager (Role)

12th July 2021 (Date)

RECORD KEEPING

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