

Diversity Unit

Equality Screening and Impact Assessment

November 2023

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Equality Screening and Impact Assessment

Introductory Guidance

What is it?

Equality screening and impact assessment (ESIA) 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.

It is deliberately a time and resource intensive process because it encourages us to slow down and build in perspectives from a range of different people.

There are **two** main parts to equality screening and impact assessment.

- **Part 1 (Equality Screening):** The first part of the form presents a set of equality screening questions. These questions help determine whether the policy is relevant to equality and whether it needs to go through an equality impact assessment.
- **Part 2 (Equality Impact Assessment):** The second part of the form, is the equality impact assessment. 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 (ESIA) 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 development of a new policy or review of an existing policy. Assessing the impact on equality should be ongoing rather than a one-off

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. The British Council's ESIA process is equivalent to the Equality Commissions screening exercise and equality impact assessment (EIA) and should not be confused with EQIA which is a more detailed equality impact assessment (EQIA) carried out in accordance with Equality Commission guidance, 'Practical Guidance on equality impact assessment (February 2005)'.

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.

For existing policies, please note that an ESIA must be carried out every five years or when any substantial change/review is taking place, whichever is soonest. In this context 'Substantial change/review' means it would affect people in a different way than identified when the original ESIA was carried out.

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

If an equality impact assessment panel meeting is necessary, identify someone to chair the meeting, and someone to take the notes. The chair and note-taker play a crucial role and specific guidance has been developed to support them:

- [ESIA Guide for Chairs](#)
- [ESIA Guide 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 (i.e. Part 1 and Section 1 of Part 2) and the policy documents, giving them at least a full week to read them and prepare for the meeting.

The panel will review the proposed policy, particularly thinking about its impact on people in different equality areas as listed in Part 2, Section 2 (point 3), trying to identify and counter any potential negative impact and promote any opportunities to enhance equality. The panel will suggest actions for the policy owner to implement.

The impact assessment panel meeting must be held, and Part 2 of this tool used, when you still have time to make changes, otherwise it does not have real value. As such the panel meeting should be held **at least one month** in advance of the planned implementation date for the policy.

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 or provides a planned date for implementation (and outlines a justification for any action points that will not be taken forward) and then signs off and sends the completed form to the audit inbox for audit by the Diversity Unit.

Northern Ireland

There is specific legislation in Northern Ireland which requires a more detailed process of equality screening and impact assessment for policies that are likely to have an impact on equality of opportunity and/or good relations. This includes external consultation with relevant contacts and organisations, which is done through publication on an external website available to the public. 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.

Procedural notes

Please note, the document will be considered invalid for audit if not correctly completed. More information about the audit process can be found in the Guide to the audit of EDI planning tools.

- Complete Part 1 (Equality Screening) ensuring the Record of Decision is signed and dated by the policy owner (a digital signature including typed name is acceptable)
- If Part 2 (Equality Impact Assessment) is required progress to Part 2
- If Part 2 (Equality Impact Assessment) is **not** required, send the Part 1 (Equality Screening) form to the audit inbox for audit by the Diversity Unit.



Submitted tools which pass the audit are uploaded to SharePoint and form part of a database of examples accessible by colleagues.

ESIAs that pass audit will inform and may be used as evidence of completed actions in the EDI planning tools section of the country/business area EDI action plans. Please note that this only applies where an Impact Assessment has taken place and both Parts 1 and 2 of the ESIA form have been completed.

Part 1: Equality Screening

Policy Details²

Title of policy	Guidance for International Moves: Same-sex relationships and cohabittees
Name of policy owner	Caroline Montgomery
Planned implementation date (dd/mm/yy)	1 April 2025
Policy type (for example global, regional, cluster, country, business area, department, sector policy)	Global
Country/Business Area	Global People Function

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 table below will expand as you enter information.

As a global organisation we operate in 100+ countries around the world with large variations in social norms and legal regulations. These include variations related to the recognition and acceptance of same-sex relationships and cohabitation.

These differences may impact on staff when they seek to move to different locations for British Council employment.

There is therefore a need to provide guidance both for:

- staff considering moving location - to help them make informed decisions as to which roles or locations might be suitable given their personal circumstances.
- recruiting managers – to help them make informed decisions about where best to place roles.

In particular, this guidance is aimed at supporting staff who wish to apply for roles in a location other than their current contractual base and specifically focusses on the additional research the British Council recommends two staff groups (same-sex couples and cohabittees, whether same or opposite sex) undertake to ensure that they understand

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.

the related implications of living in a location other than their current contractual base (usually, home) location.

In addition, brief guidance is also provided to Hiring Managers (in partnership with relevant People Function teams) to undertake research to ensure that opportunities for employee mobility and progression are extended to the widest talent pool possible.

Equality Screening Questions

To determine if an EIA is necessary, 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?		X	
Is it a major policy, significantly affecting how programmes/services/functions are delivered?		X	
Might the policy affect people in particular equality categories in a different way?	X		
Are the potential equality impacts unknown?	X		
Does the policy have the possibility to support or detract from our efforts to promote the inclusion of people from under-represented groups?	X		
Total responses Yes / No / Not sure	3	2	

Deciding if an Equality Impact Assessment is necessary

If you answered 'yes' to any of the questions, then an equality impact assessment is necessary. Please answer these additional questions, by ticking yes, no or not sure:

Question	Yes	No	Not sure
Will the policy have an impact on anyone in Northern Ireland? (*)			X
Will the policy need to be communicated externally in Wales and therefore translated into Welsh?		X	

When you have answered these questions, please move to the **'Record of decision'** section below and record confirmation of this by indicating "is required"; **then progress to Part 2.**

(*) If the proposed policy affects anyone **in Northern Ireland**, all parts of the form need to be completed and the guidance at Annex A must be read and followed.

If you answered 'no' to all the Equality Screening Questions above, then an equality impact assessment is not needed. Please move to the **'Record of decision'** section below and record confirmation of this by indicating "is not required".

If there are any 'not sure' responses to the Equality Screening Questions above, then please discuss next steps further with the Dedicated EDI Lead in your region/sector or with the Diversity Unit, who will help you decide if an equality impact assessment is necessary.

Record of Decision

I confirm an equality impact assessment is required / is not required (delete as relevant).
Policy Owner (Name): Caroline Montgomery
Policy Owner (Role):
Policy Owner (Signature): (A typed signature is sufficient)
Country/Business Area and Region: Global People Function
Date (dd/mm/yy):

Procedural notes

Note 1: If an equality impact assessment **is required**, please complete Part 2, Section 1 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**, this Equality Screening section (i.e. Part 1) of the form **must** be sent to the audit inbox for audit by the Diversity Unit.

Part 2: Equality Impact Assessment (EIA)

Section 1

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	Guidance on international moves: same-sex relationships and cohabitees
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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.

This guidance aims to support decision-making by staff considering moving location and recruiting managers as to which roles or locations may be suitable for relocating to or placing roles in given personal circumstances and the local context related to same-sex relationships and cohabitees

Staff should benefit from the information and guidance in understanding the implications of living in a location other than their current contractual base (usually, home) location and thereby making decisions that suit their personal circumstances. The British Council and recruiting managers should benefit by ensuring that opportunities for employee mobility and progression are extended to the widest talent pool possible.

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.

The guidance specifically relates to equality in the area of sexual orientation and also marital status. The panel are asked to consider what is set out and review it, holding in mind the diverse operating contexts in which we work, some of which are supportive of same-sex and cohabiting relationships and some of which are not; in some cases holding them as illegal.

Our goal is to open roles to as wide a pool as possible and to remove unnecessary barriers facing colleagues, wherever it is possible for us to do so. We want

colleagues to have opportunities for career progression that are based on skills and experience rather than personal circumstances. Striking the right balance in support and safety is key.

Our legal status and the laws of the lands in which we operate need to be taken into account in the decisions made.

This guidance is for colleagues in all countries, and of all contract-types. It is important to ensure what is set out can be equitably applied and the panel's support in testing out what is proposed is welcome.

3. Please outline any equality-related supporting data that has been 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.

Consideration has been made of external sources of information relating to local context and laws related to same-sex relationships.

Section 2

This section captures the notes of the Equality Impact Assessment panel meeting.

Title of Policy³:	Guidance on international moves: same-sex relationships and cohabittees
Date of EIA Panel Meeting: (dd/mm/yy)	24/01/25
Name of Panel Chair:	Maria Nomikou
Name of Note-taker:	Christian Duncumb

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.

Maria Nomikou – Senior Consultant NFE, Greece
Adesola Ayinde – Global Portfolio Programme Manager, UK
Furqan Bashir – Regional Head of EDI MENA, UAE
Chris Bassett – Director Reward, UK
Louisa Dunne – Head of Academic Exams Services, France
Asmita Gaba – Senior Manager Finance Training, India
Grant Huang – Regional Exams Change Manager, China
Rob McChesney – Employee Relations Director, UK
Anna Mears – EDI Advisor, Spain
Helen Mehta – Stakeholder engagement lead, UK
Ryan Nelson – Regional Marketing and Communications Director (Asia-Pacific), UK
Christian Duncumb – Regional Head SSA & MENA
Miroslava Marjanovic (input in writing) – EDI lead for Wider Europe, Serbia

³ 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.

-
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.

- 1. Consistency.** Discussion around consistency of voice of the guidance and also terminology. For example, there are variations in expression of LGBTi+, 'same-sex', 'opposite sex/homosexual', references to partner/spouse etc. Tone of the document changes from informal contractions at the start to more distant/formal. Need for consistency here.
- 2. Risk of guidance not being used.** Discussion that the guidance puts the onus on staff to be informed. This raises the question of the need to ensure that people are aware of the guidance so that guidance/research is proactive and the guidance does not remain unused or unseen. Examples given included: amending the Role Profile with a section which would force the recruiting manager to insert (or nil return) information related to the guidance; making reference to the guidance compulsory in some way; ensuring that recruiting managers have prepared and done research on the question for reflection on page 7; referencing the guidance in the locations framework and guidance. The aim here is to ensure that the document is active and used.
- 3. Risk of guidance putting applicants off.** It was also recognised that too heavy a focus on potential location constraints, for example in Role Profiles, might also risk potential applicants feeling that the job is not for them and putting them off applying. There is a balance to be struck between directing attention and guidance and not putting people off or giving the appearance of a barrier. The link to training and awareness-raising (e.g. for recruiting managers) was also raised.
- 4. External applications.** Discussion that the document is currently internally-facing and not necessarily in an appropriate format for externals and we should look at mechanisms for raising awareness for externals and making sure that some form of the information is available to externals.
- 5. Sensitivity.** Disclosure of information. In discussion around Equality categories the issue was raised that in the process of guidance and support there may be the need for discussion of sensitive personal considerations, for example HIV or sexual orientation. Some colleagues may find this intrusive, particularly if discussions need to take place with multiple colleagues across the organisation, and it may prevent them from pursuing clarification or opportunities. The need for sensitivity in managing cases and clarifications was highlighted.
- 6. Level and number of sources of information.** Discussion point that while useful to have many sources of information this also risks potential for conflicting advice and no

real one source of 'truth'. It will be important to strike the right balance between directing and confusing.

- 7. Location specificity of guidance.** Discussion around particular geographic examples and contexts. Clarification and agreement that this should be general guidance for all countries rather than linked to specific countries.
- 8. Minimum level of support.** Discussion around the benefits of people understanding clearly the level of support that the British Council can provide or what consistency there could be in the support given or what the range of options for support might be. It was recognised that there may be situations where the ability to support will be limited or the resources not available to do everything that might be possible, but it was agreed that it would be useful to reference the minimum that the British Council could do.
- 9. Location framework tool.** Discussion that the 'green' in the visa column of the location framework tool won't necessarily be green for same-sex couples and there is a need to clarify what is meant by this column and ensure consistent read across between guidance and framework

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. (The header row in the table will repeat if the table continues on to a new page.)

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 ⁴ ; vulnerable adults)	Less experienced staff, who may be younger on average, may lack confidence in seeking further clarification	
Different dependant responsibilities (childcare, eldercare, care for disabled and/or extended family)	This could be a significant factor. For example: recognition of parental rights and responsibilities for both parents, specifically in a case of adoption or surrogacy; Legal rights of children born or adopted by these families; Legal matters about custody and guardianship in a case of divorce or separation	Look to add a section to clarify or add to FAQs
Disabled people (physical, sensory, learning, hidden, mental health, HIV/AIDS, other) and neurodiversity	HIV potentially an issue as some countries will not issue visa	
Different ethnic/racial and cultural groups (majority and minority, including Roma people, people from different tribes/castes/clans)		

⁴ The term 'authority generation' refers to cultural or national norms and customs in relation to particular age generations. For example, in some countries older people are held in high esteem and are considered to have a form of social authority by virtue of age. In addition, different generations (Generation X, Y, Millennials, Baby Boomers) are also thought to have varying common attitudes towards authority, with [for example Baby Boomers commonly questioning authority.](#)

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 sexes and genders (men, women, non-binary, transgender or intersex people, other issues)	Noted that transgender people may face additional issues.	The document can be expanded in the future to include greater consideration of transgender issues
Different languages (Welsh and/or other UK languages, local languages, sign language/s)		
Different marital status (single, married, civil partnership, other)	Issues in guidance could be relevant for cohabiting heterosexual couples in certain contexts	The document can be expanded in the future to include greater consideration
Different political opinions or community backgrounds (particularly relevant to Northern Ireland)		
Pregnancy, maternity, paternity and adoption (before/during/after)		
Different or no religious or philosophical beliefs (majority/ minority/ none)	Potential for conflict between sexual orientation of staff member and religious beliefs of staff supporting. Reference to religious beliefs in the introduction can confuse	Reference can be removed for clarity
Different sexual orientations (gay, lesbian, bisexual, heterosexual)	This is the essence of the guidance.	The whole document is a good opportunity to promote equality and inclusion.
Additional equality grounds (such as socio-economic background , full-time/part-time working, geographical location, other ⁵)	Language, consistency and tone of document can create confusion or barriers, particularly for non-native speakers. Part-time staff, for example, may not have sufficient access to the guidance	Ensure guidance is consistent, clear, and in plain English. Include consideration of part-time staff in action point to ensure an active document

⁵ Any other categories people share that might impact on how the policy affects them.

Equality categories (with prompts to guide full consideration)	Potential for negative impact	Opportunity to promote equality, inclusion and/or good relations between different groups
British Council values (open and committed; expert and inclusive; optimistic and bold)		
Alignment with our commitments to decolonise our work (positioning of UK and other countries, power, status and privilege)	Guidance or language used may infer negative value-judgements about other countries and cultures	Ensure language is appropriate

4. Agreed actions

Insert additional rows for more action points and number each individual action point. (The header row in the table will repeat if the table continues on to a new page.)

Action identified by Panel	Agreed by Policy Owner (Yes / No)	If not agreed, please provide justification	Has action been completed? (Yes / No)	Completion date	If not, indicate planned date to complete
Working group to review guidance and look to incorporate paragraph or FAQ that clarifies dependant responsibilities, with particular reference to children	No	Catch-all phrase within the document covers other circumstances but perhaps needs strengthening?	Yes	March 25	
Add reference to the need for sensitivity when dealing with disclosure of sensitive personal information during clarification processes	Yes	Add caveat to table that managers should act always with sensitivity and confidentiality where employee info is concerned and be cautious of intrusive enquiries that are not relevant/helpful.	Yes	March 25	
Review the document for consistency in terminology, language use, and tone.	Yes	Guided by EDI advice	Yes	March 25	
Policy working group to review mechanisms for ensuring the document is 'active' (including for part-time staff) while ensuring that people are not put	Yes	Will link to recruitment guidance if possible but not attach to role profiles etc to ensure balance between availability of guidance	Yes. Recruitment supportive of having links to the guidance,	March 25	

Action identified by Panel	Agreed by Policy Owner (Yes / No)	If not agreed, please provide justification	Has action been completed? (Yes / No)	Completion date	If not, indicate planned date to complete
off. For example, link to location framework or Role Profile.		and over-promotion which might be interpreted as trying to dissuade/discourage applicants from particular groups.	but without overdoing promotion		
Working group to review need and approach for appropriate guidance for external candidates	Yes	Maybe link to further guidance in the recruitment pack?	Yes. Needs external version to be developed	March 25	
Working group to look at clarifying (e.g. in the guidance or IMT) the minimum level of support or standards that the British Council would provide	No	Covered in existing mobility guidance which does not seek to cover all & every scenario	No		
Remove reference to religion and belief in introduction	Yes		Yes	March 25	
Ensure that clarification is incorporated so that there is read-across to location tool	No	General caution already contained within the Location framework. RAG rating would be subjective and potentially be interpreted as trying to dissuade/discourage applicants from particular groups	No		

Sign-off by Policy owner

I confirm that the policy has been amended as identified in the **agreed actions** table above. Any actions planned but not yet completed will be implemented before the policy is introduced. If the policy has an impact on people or functions in Northern Ireland, I confirm **Annex A (below)** has also been completed.

Please ensure the majority of agreed identified actions have been taken before the policy owner signs and the tool is submitted for audit.

Actual policy implementation date (dd/mm/yy):
(if different from planned implementation date)

Policy Owner (Name): Robert McChesney

Policy Owner (Role): Director Employee Relations



Policy Owner (Signature):


(A typed signature is sufficient)

Country / Business Area and Region: Global – People Function - Employee Relations

Sign-off date (dd/mm/yy): 31 March 2025

Procedural Note

The majority of actions identified at the panel meeting must be completed before the policy start date. Once the actions table has been updated to show that the majority of actions have been completed, or commented on to explain why actions will not be



implemented, the Policy Owner (or someone acting on their behalf) must send the completed ESIA form for audit to the audit inbox (this can be before or after the policy start date).

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 2, Point 3 above 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 2, Point 3 whether they have potential for negative impact or the opportunity to promote equality, inclusion and good relations.

The following questions are applied to all our policies as part of the ESIA process:

- Are a large number of people affected by the proposed policy?
- Are a small number of people who are particularly under-represented, or disadvantaged, or excluded, affected by the proposed policy?
- Are the proposed changes (if this is a new policy, or a change to an existing policy) profound?
- Might the proposal benefit people within any of the groups identified above?
- Might the proposal disadvantage people within any of the groups identified above?

Equality categories	Negative / Positive impact on equality, inclusion or good relations		
	No	Minor	Major
Age		X	
Dependants		X	
Disability		X	
Ethnicity			
Marital status		X	
Political opinion			
Religious belief		X	
Sex and gender		X	
Sexual orientation		X	

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

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 point 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 must 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 two of the following statements (those that do not apply).

Statement 1

~~I confirm that a full EQIA is needed and that I will refer to the Guide for Public Authorities and the Diversity Unit for support in carrying this out.~~

OR

Statement 2

I confirm that a full EQIA is not needed, providing all the Agreed actions at Section 4 ('Agreed Actions') and/or other noted mitigating actions are carried out.

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

OR

Statement 3

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

Signed by

Name:	Robert McChesney
Role:	Director Employee Relations
Date: (dd/mm/yy)	31 March 2025

Procedural Note

The majority of actions identified at the panel meeting must be completed before the policy start date. Once the actions table has been updated to show that the majority of actions have been completed, or commented on to explain why actions will not be implemented, the Policy Owner (or someone acting on their behalf) must send the completed ESIA form for audit to the audit inbox (this can be before or after the policy start date).

Prepared by the Diversity Unit
Version 3: November 2023 (update February 2024)