Equality Analysis

Please use this form as a working document and submit your final Equality Analysis [***here***](https://forms.office.com/r/LApNsiur80). Before undertaking your Equality Analysis, and completing this form, please ensure you have reviewed the [***FAQ’s***](https://www.keele.ac.uk/equalitydiversity/support/equalityanalysis/), and the detailed guidance contained in the accompanying [***Equality Analysis Guidelines***](https://www.keele.ac.uk/media/keeleuniversity/equaldiversity/EqualityAnalysisGuidelines.pdf). For a brief reminder of the process, please see our [***Equality Analysis Checklist***](https://www.keele.ac.uk/media/keeleuniversity/equaldiversity/KeeleEqualityAnalysisChecklist.pdf)*.*

|  |  |
| --- | --- |
| **Name of Policy** |  |
| **Purpose** |  |
| **Person responsible for the policy** |  |
| **Person completing the EA** |  |
| **Date EA submitted** |  |
| **Faculty/Directorate** |  |
| **School/Department** |  |
| **Has the policy previously been subject to EA?** |  |
| **If so, what are the main changes since the EA?** |  |
| **Which Committee will formally approve this policy (please refer to the** [***University’s Policy Framework***](https://www.keele.ac.uk/media/keeleuniversity/policyzone20/studentandacademicservices/university-policy-framework-aug22.pdf) **for guidance)** |  |

# Initial assessment of potential impact

# Relevant data

# Steps to eliminate or reduce any adverse impact

# Potential for positive impact

# Decision - Having completed your equality analysis, and understanding the effect on equality, the decision as to what should be done with the subject of the EA is (please choose only one):

# [ ]  No major change

# [ ]  Adjust the policy

# [ ]  Continue the policy

# [ ]  Stop and remove policy*Please refer to the guidance notes for further information if required.*

# Please explain the reasons for your decision:

# Submission

**EA Review:**

# Name of the person/role holder who reviewed this EA (note: this person should be a member of the committee specified above):

# Date submitted to reviewer (above):

*Having now completed this form, please ensure you include, where appropriate, the equality statement****\**** *contained within the* [***Equality Analysis Guidelines document***](https://www.keele.ac.uk/media/keeleuniversity/equaldiversity/EqualityAnalysisGuidelines.pdf) ***(Stage 6 – section 2.6).***

***\****

**EA Submission:**

Following approval from the reviewer, to conclude the Equality Analysis process please submit the information contained within this form via the [***online portal***](https://forms.office.com/pages/responsepage.aspx?id=7vO7K2i2-U2wY1mJRcPUZpMqbxBn039Bo3mxVzkaeLxUOVZZTVBVRVdNN0tHMUFUOUs5WFZMWjZYQyQlQCN0PWcu&web=1&wdLOR=c88561E8F-E837-40BD-A744-390B05DF92D5). You may then continue to progress with the policy, following the appropriate approval channels.

Please note, it is your responsibility to monitor and review the policy in line with stage 7 of this process.

# Monitoring and Review

 **Date for the next review (for the relevant policy, procedure etc)**:

**Explain the monitoring and review process that will be followed**:

**Role holder responsible for the review (typically the Dean/Director)**: