

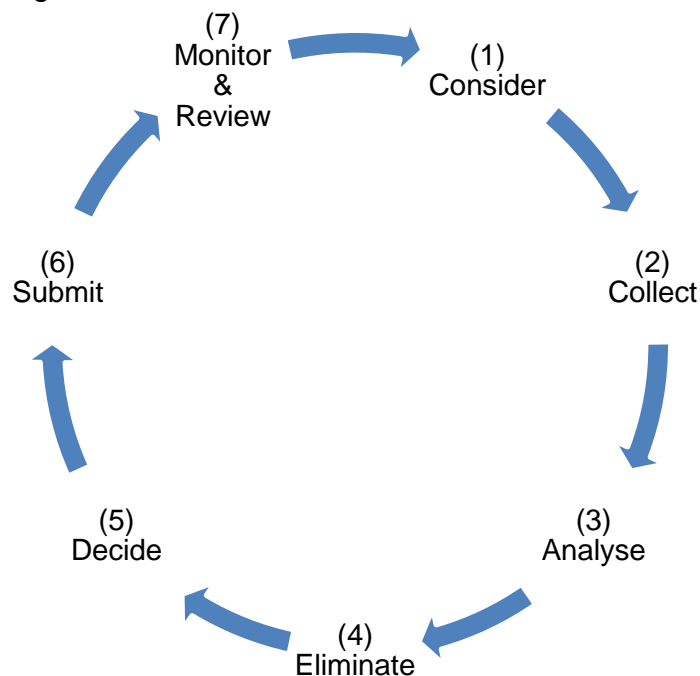
## Equality Analysis (EA) Checklist

### To assist reviewers in completing the EA Proforma

Equality Analysis should be an integral part of policy development and decision-making at the University. All protected characteristics must be taken into account and considered from the very outset of policy formulation. This approach will be most effective when incorporated into day-to-day policy-making, business-planning and other governance decision-making arrangements. It can help to identify practical steps to tackle any negative effects or discrimination, to advance equality of opportunity and to improve relations between different groups.

The following are a quick reminder to help you with the EA process whether you are producing a formal report to accompany a major policy or just thinking through a decision or process.

There are seven stages:



Full guidelines and notes are also available ([here](#)).

## **Include the following information as part of your equality analysis:**

- Name of policy or subject of review/decision
- Purpose of the policy/review/decision - what is it trying to achieve?
- Department responsible
- Person (role holder) responsible for policy/review/decision
- Name(s) of assessor(s) if different
- Date of Equality Analysis
- For formal policies:
  - Has the policy been subject to EA previously?
- If so, what are the main changes?
  - Which committee formally approves this policy?
- Who has responsibility for its update?

## **Stage 1 - Considering any potential impact:**

- How important is the policy to equality and good relations? Please explain.
- Who could be affected and how?
- Can you identify any potential adverse impact on groups with protected characteristics?
  - Age
  - Disability
  - Gender reassignment
  - Race (including ethnic and national origin, colour and nationality)
  - Sex
  - Sexual orientation
  - Religion or belief
  - Pregnancy and maternity
  - Marriage and Civil Partnership (only in terms of discrimination in employment)

Gender reassignment and Sex are the legal terms used in the Equality Act, we interpret these to include gender identity (e.g. non-binary gender identities) and gender expression as well as gender transition.

## Stage 2 - Collecting the relevant data:

- What evidence have you gathered to help you to assess the impact of this policy on particular groups? Please give details.
- Have you taken any additional steps to fill the information gaps where relevant? Please give details.
- What consultation has been undertaken as part of this equality analysis? Please state who has been consulted, how and when.
- What were the results of the consultation? Please summarise.

## Stages 3 and 4 - Analysing the evidence. Eliminate/reduce any adverse impact found and consider potential for positive impact:

- Is there, or could there be, an adverse impact (direct or indirect discrimination) on people with any of the following protected characteristics? Please explain.
  - Age
  - Disability
  - Gender re-assignment
  - Race (including ethnic and national origin, colour and nationality)
  - Religion or belief
  - Sex (including pregnancy and maternity)
  - Sexual orientation
  - Marriage and civil partnership (discrimination in employment only)
  - Other – e.g., part-time
- Where any adverse impact is identified, please detail the following:
  - Any adverse impact and any possible causes
  - The action(s) identified to address any adverse impact
- Where any adverse impact cannot be addressed, please explain the justification.
  - Is there, or could there be, an opportunity to advance equality of opportunity or foster good relations? If so, please detail the following:
    - The protected characteristic(s) affected
    - The action(s) needed to advance equality and/or foster good relations
- Are there any **additional measures** which could be adopted that would further advance equality of opportunity in the context of this review

## Stage 5 - Making a decision and communicating

Having completed your equality analysis, and understanding the effect on equality, you now need to decide what, if anything, should be done with the subject of the EA.

- Your decision should be one of the following:
  - **No major change** – your analysis demonstrates that the policy is robust, that the evidence shows little or no potential for discrimination and that you have taken all appropriate opportunities to advance equality and/or foster good relations between groups.
  - **Adjust the policy** – this involves taking steps to remove barriers or to better advance equality.
  - **Continue the policy** – this means adopting your proposals, despite any adverse effect or missed opportunities to advance equality, provided you have satisfied yourself that it does not unlawfully discriminate.
  - **Stop and remove the policy** – if there are adverse effects that are not justified and cannot be mitigated, you will need to consider stopping the policy altogether.
  - Where any adverse impact has been identified and addressed, you need to consider the impact of your final decision on other equality groups and how this will be communicated.
  - Is there any potential positive impact or opportunity that can be highlighted

## Stage 6 - Submit the Equality Analysis and Keep Evidence

- Where appropriate, include the following statement at the end of the document:

*'Equality issues have been taken into account during the development of this document/policy/review and all protected characteristics have been considered as part of the Equality Analysis undertaken.'*

- Please ensure the Equality Analysis is reviewed as appropriate by a member of the relevant committee prior to submission.
- Following approval from the reviewer, to conclude the Equality Analysis process please submit the information contained within the form via the [online portal](#). You may then continue to progress with the policy, following the appropriate approval channels.

- The online portal acts as a central repository of completed Equality Analysis and is used to review and report on the number of analyses being completed. Your analysis is not submitted for independent review or approval, that responsibility lies with the relevant UEC member.
- Keep a copy of this completed checklist and any associated documents, communications, data, or information locally for future reference.
- It is your responsibility to monitor and review the policy in line with stage 7 of this process.

## **Stage 7 - Monitoring and Review**

- Identify how you are going to monitor any impact, where applicable.
- Identify a date for review, where appropriate.

For example, a major change, decision, or new policy that may have a significant impact on equality issues should be monitored to assess if any further issues arise and a date should be set for a formal review including an Equality Analysis.

For minor changes, decisions or reviews that have little or no potential impact on equality issues there may be no need to monitor or review in a formal way.

A judgement will need to be made regarding an appropriate timescale as there should be a mechanism in place to review any impact and/or changes periodically, especially where the data available was limited.

### **Information and support:**

If you need any help completing an EA, or any advice, please contact a member of the Policy, Projects, and EDI team.