Herefordshire Council

Activity/project name:
Person completing this form:
Date:

Equality impact screening checklist

Remember that your completed checklist will be available to decision-makers and the public, and is therefore open to challenge. Consider what evidence is in place to support your answers.

	Question	Yes	No
1.	Does/will the policy or activity affect the public directly or indirectly?	☒	☐
2.	Have there been or likely to be any public concerns about the policy or proposal?	☐	☒
3.	Does the evidence/data show an existing or likely differential impact for any of the protected characteristics (eg. age, sex, disability, race, religion, pregnancy, etc)?	☐	☒
4.	Do/will people who have different protected characteristics have different needs, experiences, issues or priorities in relation to this policy or activity?	☒	☐
5.	Could the policy or activity affect how services, commissioning or procurement activities are organised, provided, where and by whom?	☐	☒
6.	Could the policy or activity affect our workforce or our employment practices (eg. software purchase, team restructure or relocation, HR policy)?	☐	☒
7.	Have complaints been received from different equality groups about the effect of this policy, proposal or our activities in general (having no complaints does not always mean there is no issue?)	☐	☒
8.	Does the policy involve, or will it have an impact upon, eliminating unlawful discrimination, promoting equality of opportunity, or promoting good relations between different groups?	☒	☐
9.	Is there likely to be an adverse/negative impact or risks to the organisation, for users, equality groups or staff if the policy or activity is implemented in its current format?	☐	☒

Add up the "yes" column: -------------------------------

How many answers are "**yes**"?:

0:   **No impact** – the process is complete.

1-3:   **Low impact** – an EIA is not required at this point (you can complete a light-touch EIA now or later if you want to – that is never wrong). But you must still indicate within your documentation and decision papers what equality factors you have considered. This is a statutory requirement, and is open to challenge and scrutiny.

4-9:   **High impact** - a full EIA is required immediately. The EIA can be reviewed, re-done, or updated at any time as necessary.