

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

<i>Impact Assessment Reference Number</i>

Please complete by entering your responses in the shaded boxes. When complete, please e-mail to Diversity Department and retain a copy for your records, as you may be audited.

Executive Lead (Person responsible for the function)	
Directorate	
Name of Function*	

***Function can mean process, service, policy or project**

Please select one of the following:					
Existing Function		New Function		Changing/Updated Function	

Please [Click Here](#) to go to **STAGE 1 - Screening**
For office use only

<i>Date Received by Diversity Dept</i>	
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<i>Date 1st. return to Executive Lead</i>	
<i>Reason for Return</i>	
<i>Due Date</i>	<i>Date Returned to Diversity Dept</i>

<i>Date 2nd. return to Executive Lead</i>	<i>Date Received by Diversity Dept</i>
<i>Reason for Return</i>	
<i>Due Date</i>	<i>Date Returned to Diversity Dept</i>

Publishing

<i>Date published on Intranet and Internet</i>	<i>Date Allocated to Single Equality Action Plan</i>
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Monitoring and Review

<i>Proposed Review Date</i>	<i>Date Review Undertaken</i>
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GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number

<p>STAGE 1 Screening to establish if the function has any relevance to any equality issue and /or minority group. i.e.</p> <ul style="list-style-type: none"> • Could the function affect one or more equality group in a different way to another group • Establish whether different equality groups have different needs • Establish whether the function contributes or hinders equality of opportunity 											
1a	<p>Please give a brief description of the function and its purpose*</p> <p>* Function can mean process, service, policy or project</p>										
1b	<p>How would you classify the function type?</p> <p>If it is a non-statutory function e.g. a service that is available for people to apply for go to question 1c</p> <p>If it is a statutory function that is applied by VOSA e.g. road side enforcement go to question 1d</p> <p>If the function does not fit into the above two descriptions go to question 1c</p>										
1c	<p>Is the function accessible for all groups? Either tick the box “Accessible for all groups” and provide relevant evidence or tick the box for each group to whom the function is not accessible or for whom there may be needs or considerations accommodated.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> *Accessible for all groups</td> <td style="width: 50%;"><input type="checkbox"/> Disability</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Gender</td> </tr> <tr> <td><input type="checkbox"/> Sexual orientation</td> <td><input type="checkbox"/> Age</td> </tr> <tr> <td><input type="checkbox"/> Religious belief</td> <td><input type="checkbox"/> Other e.g. carers give details</td> </tr> <tr> <td><input type="checkbox"/> Transgender or Transsexual</td> <td></td> </tr> </table> <p>*Provide relevant evidence</p>	<input type="checkbox"/> *Accessible for all groups	<input type="checkbox"/> Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Gender	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Age	<input type="checkbox"/> Religious belief	<input type="checkbox"/> Other e.g. carers give details	<input type="checkbox"/> Transgender or Transsexual	
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<input type="checkbox"/> Religious belief	<input type="checkbox"/> Other e.g. carers give details										
<input type="checkbox"/> Transgender or Transsexual											
1d	<p>Is it likely that there will be a negative impact on one or more equality groups, or is it clear at this stage that it will be equality neutral? (No negative impact on any group) Please select from the following by placing an X in the box of the group(s) that will suffer a negative impact or state if it is equality neutral:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Age</td> <td style="width: 50%;"><input type="checkbox"/> Disability</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Gender</td> </tr> <tr> <td><input type="checkbox"/> Sexual orientation</td> <td><input type="checkbox"/> Other – Give details</td> </tr> <tr> <td><input type="checkbox"/> Religious belief</td> <td><input type="checkbox"/> Equality neutral</td> </tr> <tr> <td><input type="checkbox"/> Transgender or Transsexual</td> <td></td> </tr> </table> <p>If you have ticked the box “Equality neutral” please provide evidence and then go to question 1h.</p> <p>Otherwise, go to question 1e.</p>	<input type="checkbox"/> Age	<input type="checkbox"/> Disability	<input type="checkbox"/> Race	<input type="checkbox"/> Gender	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Other – Give details	<input type="checkbox"/> Religious belief	<input type="checkbox"/> Equality neutral	<input type="checkbox"/> Transgender or Transsexual	
<input type="checkbox"/> Age	<input type="checkbox"/> Disability										
<input type="checkbox"/> Race	<input type="checkbox"/> Gender										
<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Other – Give details										
<input type="checkbox"/> Religious belief	<input type="checkbox"/> Equality neutral										
<input type="checkbox"/> Transgender or Transsexual											

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number	
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1e	<p>What are the negative impacts associated with this function? Please list and give details, then go to question 1f.</p>
1f	<p>Are there positive impacts associated with this function? If yes, please list and give details,</p>
1g	<p>At this stage, what plans could be built in to address any negative impact, and/or to add measures which promote a positive impact, or could you consider an alternative function which may better achieve the promotion of equality?</p> <p>(Mention here what you have considered you could do to amend or change the function due to the likely adverse impact, whilst still delivering the function objective. It may be possible to consider a different function, which still achieves your aims, but avoids any adverse impact on equalities).</p> <p><i>(put these plans in the action plan at the end of the template)</i></p>
1h	<p><i>As part of the Disability Duty we have to consider the needs of disabled people, promote disability equality and promote positive attitudes towards disabled persons in public life.</i></p> <p>Have the needs of disabled people been taken into account in the application of the function and in particular to encourage participation by disabled people where applicable? If yes give examples</p>

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number

1i	<p>Are there any Human Rights issues? If so what are they?</p> <p>(See template guidance notes and further info. on Human Rights on VOSAnet under Human Resources>Diversity>Human Rights)</p>
1j	<p><i>VOSA complies with the Welsh language act. If the service or function is open to, or used by, Welsh speakers you may have to have documents published in Welsh.</i></p> <p>Does the function have to comply with the Welsh Language Act? (i.e. does the function serve or involve Welsh speakers?)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
1k	<p>Is a Full Impact Assessment required?</p> <p><input type="checkbox"/> Yes - If you have established that there may not be equality of opportunity in 1c or assessed that there would be a negative impact on an equality group in 1d please Click Here to go to STAGE 2</p> <p><input type="checkbox"/> No - Please DO NOT CONTINUE Just date and sign at the end of the form at stage 3 and fill in any actions identified, if any in the action plan.</p> <p><input type="checkbox"/> Don't Know i.e. not enough evidence Please Click Here to go to STAGE 2</p>

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number

STAGE 2

Full Impact Assessment

2a	<p>Does the function affect or impact on the public, whether directly or indirectly?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know</p> <p>Provide any relevant information here.</p>
2b	<p>Have complaints been received about the function and its effect on different equality groups?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know</p> <p>Also provide evidence by documenting all reliable up-to-date information</p>
2c	<p>Does the function have employment implications for VOSA staff?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know</p> <p>Also provide evidence by documenting all reliable up-to-date information.</p>
2d	<p>Outsourced Services</p> <p>If your function is provided (whether partly or wholly) by external organisations/agencies on behalf of VOSA, please detail any arrangements you have to ensure that the function promotes equality. Also include any actions in your action plan i.e. conditions in the contract.</p> <p>Also provide evidence by documenting all reliable up-to-date information.</p>

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number

2e	<p>If you have established an adverse impact, it could be deemed as unlawful discrimination. Where adverse impact is unlawful, the function or the element of it that is unlawful must be changed or abandoned. If an adverse impact is unavoidable, then it must be justified and action taken.</p> <p>Please comment if you are continuing with an impact that is unlawful with the reasons why and any action you are taking to minimise the impact.</p>
2f	<p>Monitoring Give details of any monitoring being carried out on existing functions.</p> <p>2f(i) If this is a new function, or one that is not currently monitored, what arrangements are being made to start monitoring the actual impacts of the function and what will be done to continue to monitor the effects of the function on different equality groups? Add details to the action plan</p>
2g	<p>Consultation If you have not carried out any consultation, or if you need to carry out further consultation, who will you be consulting with and by what methods? Add details to the action plan.</p>
2h	<p>Evidence What further evidence do you have about considerations with regard to equality issues that you have made concerning this function? e.g. Audit reports, minutes from meetings or survey results</p>

GENERIC EQUALITY IMPACT ASSESSMENT TEMPLATE

Impact Assessment Reference Number	
------------------------------------	--

2i	<p>Publishing Where will you publish your findings if applicable? Further information available from Diversity Officer</p>
2j	<p>Training or development Please list any staff training on equalities issues arising from this assessment (and include this in your action plan, attached).</p>
	<p>Now give a High Medium or Low rating, sign and complete the Action plan with your actions</p>

Stage 3					
Assessors Assessment					
Please state below whether you consider the impact to be high, medium or low.					
High		Medium		Low	
Assessor Name					
Signed					
Date					
Manager responsible for impact assessment					
Signed					
Date					
	Please Click Here to complete your Action Plan .				

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Impact Assessment Reference Number

ACTION PLAN

Please list actions that you plan to take as a result of this assessment, continuing on a separate sheet if necessary.

Issues	Action to be Undertaken	Desired Outcome	Action Owners name & Target Date	Date Union Consulted

Director responsible for Impact Assessment	
Signed	
Date	