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Equality Impact Assessment Form

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*See guidance document for detailed support.

* Delete the guidance text in the response column when completing your EIA.

Overview of activity

	Response
Name of activity being assessed	Title of your activity
Council/department/project team	Name of council, team or business area that owns your activity
Aims and objectives of the activity	Provide a brief outline of your activity being considered and its rationale and aims. • What is the activity? • If it is an existing activity, when was it originally introduced? What changes are you proposing and why? • What are the aims and objectives? Outline the aspects of your activity that need to be covered by the EIA. For example: • a funding opportunity may require you to consider equality as part of advertising, application process, external review, building a panel, hosting panel meetings etc. • introducing a new system may involve equality considerations as part of assessing a supplier, accessibility, user testing, training, communication and how to guides.
Who is affected by your policy/funding activity/event?	For example, staff, visitors, contractors, businesses, applicants, panel members, awardees, wider beneficiaries
What data and consultation have you used?	Detail the evidence used and any consultation that was done related to the equality impact of your activity. This could include (not an exhaustive list): • UKRI data and reports. For example, UKRI workforce profile or funding diversity data • External data e.g. HESA, BEIS, sector reports • Survey results or feedback from networks or people who share a protected characteristic, subject matter experts, diverse user groups, unions • Previous consultations, outcomes or lessons learned from similar projects • Previous EIAs both within and outside UKRI • Legal precedent and case studies - seek advice from legal or HR if you're unsure

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Analysing your impact

In addition to data gathering and consultation, the guidance materials should be used to assist in identifying impacts on different groups.

Protected characteristics

Protected characteristic	Positive impact or opportunity to benefit	Negative impact	Please explain the impact or why there is no impact including details of any evidence/data used	Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible). Detail how you plan to measure the relevant outcomes and outputs of your activity.
	Leave blank if there is no impact or unknown			
Age	☐	☐		
Disability	☐	☐		
Gender reassignment (Trans identity)	☐	☐		
Marriage or civil partnership	☐	☐		
Pregnancy and maternity	☐	☐		
Race	☐	☐		
Religion or belief	☐	☐		

Sexual orientation	☐	☐		
Sex	☐	☐		

Additional characteristics

Additional characteristics	Positive impact or opportunity to benefit Leave blank if there is no impact or unknown	Negative impact	Please explain the impact including details of any evidence/data used	Detail actions taken/ that will be taken to increase positive or reduce negative impact (or why action is not possible).
Geographical location and place (consider UK and international offices)	☐	☐		
Socio-economic status	☐	☐		
Education background	☐	☐		
Parent/guardian responsibilities	☐	☐		
Carer/parent carer responsibilities	☐	☐		
Political opinion (Northern Ireland only)	☐	☐		
Other characteristics	☐	☐		

Are there **general or overarching impacts on multiple groups**? What actions will you take to increase positive impact, or reduce/mitigate negative impact?	**For general impacts and actions that affect more than one protected characteristic, please use this space.** For example, in-person meetings can present as negative barriers for disabled people, as well as those with parental or caring responsibilities. You may wish to mitigate this by allowing hybrid or fully virtual meetings to avoid access issues, travel and overnight stay requirements, and facilitate the use of personal equipment (e.g. allowing caption use). **For specific impacts and actions for individual characteristics, please use the table below**. Your assessment could encompass: • How your activity supports UKRI or Council's EDI objectives • **positive impacts**. Think about how you promote equality and foster good relations between people who do or do not share a characteristic. • **negative impacts** • **no impact**. Share evidence to support this • **actions** you are going to consider/put in place to remove disadvantages or minimise negative impacts. You should consider whether you need to change the activity, change how it is implemented or whether the aims could be achieved in a different way • **outcomes and outputs**. Share how you will measure these

Continued below...

Evaluation

Final Decision:	Select the relevant box	Include any explanation / justification required
1. No negative or positive impact identified; therefore, activity will **proceed**.	☐	
2. **Adapt or change** the activity in a way which you think will eliminate negative impact or promote equality.	☐	e.g. The activity has been adapted following the actions described in the previous section.
3. **Stop** the activity because the evidence shows bias or negative impact towards one or more groups.	☐	
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the activity (e.g. in **extreme cases** or where **positive action** is taken). Therefore, you are going to **proceed with caution** with this activity knowing that it may favour some people less than others, providing justification for this decision.	☐	

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Review and sign off

What are the arrangements for monitoring and reviewing the impact of your activity?	An EIA is a live document and should regularly be reviewed throughout the life cycle of an activity Consider how you monitor the impact identified in your EIA. Put a plan in place to ensure that the impact is being monitored throughout the activity and evaluate the outcomes of any actions identified in the EIA. For example, you could: • Plan regular reviews of the EIA and action plan • Review the EIA as part of any closure or lessons learned activity. • Be transparent: continue to consult with the groups affected by your activity and use new insights to review you EIA.
Next review date:	

Will this EIA be published? * Yes/Not required	Yes/Not required *EIA's should be published alongside relevant funding activities for example funding opportunities and events.
Point of contact	For example, the person or group responsible for the EIA. This may or may not be the point of contact for the EIA. For example, workstream in a project or a team
Signed off by (name and date):	For example, project board, committee, budget holder, Senior Responsible Owner (SRO)

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Before publishing or archiving your EIA, please remove any sensitive or confidential information such as personal identifiable data.

Once your EIA is completed or updated:
1. **Upload it to the UKRI central repository via the EIA submission form**

EIAs for ODA and non-ODA ISPF programmes should be emailed to: ISPF@ukri.org

Change log

Name	Date	Version	Change
		1	E.g. Based on input received from consultation groups at the **business case** stage, added actions under the gender section
		2	E.g. Based on input received from x at the **announcement of opportunity** stage, added/removed/edited x
		3	E.g. Based on input received from x at the **investment authorisation** stage, added/removed/edited x

Continued below…

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Action plan

Use the table below to define the actions you intend to take (or have taken) to address the indications of negative impact you have identified or to promote equality. Actions should be SMART (Specific, Measurable, Achievable, Realistic, Time-bound).

Action	Deadline	Owner	How will it be monitored?	What is/will be the impact/outcome?
e.g. Update application form to include questions on additional support and reasonable adjustments	December 2023	Applications manager	Updated form published and submissions reflect individual needs	Individual needs can be addressed. Inform inclusive design of the activity