# Policy and Guidance:

# Equality Impact Assessment

## Understanding diversity and maximising positive impact though equality analysis

**DATE: January 2022**
Review due: January 2025

# 3. Completing an Equality Impact Assessment

3.1 An EIA should be carried out prior to the development or revision of a:

Strategy

Corporate project

Corporate action plan (including action plans for TEF and REF)

Policy

Estates developments of a value higher than £25k.

3.2 If an EIA exists for documents under revision, for example, a policy under revision, it is acceptable to simply update the previous documentation.

3.3 If you are submitting a paper to committees for initial approval and you have limited details, an EIA does not need to be completed until approval to develop the piece of work is granted. However, it is advised that you begin to complete the EIA as soon as practicable as this will enable full consideration of equality, diversity and inclusion from the onset, leading to a more efficient process and one which is more appropriate for our diverse staff and student base.

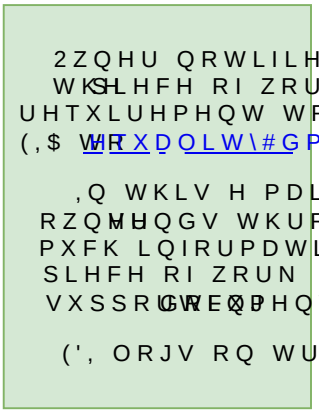
3.4 Evidence should be used to identify if there could be a significant difference to how different groups of people will engage with any area of work, and should be used to inform the EIA.

3.5 Proportionality should however be considered. For example, it may not be necessary to conduct an EIA on certain elements of work being delivered to deliver a strategy, where an EIA has been conducted on the overall strategy. The number of people that will be affected, and the intended impact of the work should be considered when considering whether to conduct an EIA. The EDI Team can provide guidance as required.

3.6 It is not necessary for an EIA to be completed where the area of work under consideration will not have an impact on staff, students or other stakeholders. However, this is likely to apply to very few scenarios, and may only be determinable through considering the areas of analysis set out in the below EIA form.

3.7 In other circumstances not identified in 3.1 of low scale and risk situations, a dynamic EIA may be acceptable, as long as all associated impacts have been considered and mitigated.

3.8 Completion of the form will provide an audit trail of how DMU has met its legal obligations. Where it is considered that no EIA is required following conversation with the EDI team, the evidence-based written rationale should be recorded and logged alongside documentation associated with the piece of work. The ED41.92g1 1FBT/F1 12 Tf1 0 0 1 1041.92 rATm0 g0 G[ )]TJET41 0o0 gS9eET4f



6WHS

('
VHQGV ZRUNLQJ GUD
FRQVXOWDWLRQ JU
FRPPHQWV DORQJVLGH DQ\
UHOHYDQW GRFXPHQWV
SURYLGLQJ DQ\ FRQWH[W DV
QHFHVVDU\

7KH (,6 SURXS DQG (', WR
SURYLGH ZULWWHQ IHHGEDFN
ZLWKLQ ZRUNLQJ GD\V DQG
RIIHU VHFRQG GLVFXVVLRQ LI
UHTXLUHG

APPENDIX B:

# Equality Impact Assessment Form

| Equality impact assessment completed by: |
| --- |
| Name: |

Do you believe the piece of work could have possible negati ve impacts on any of the below

| Action | Intended improvement / outcome | Person responsible | Timeframe | Any link to DMU strategy? |
|---|---|---|---|---|
| For example: Consult with diverse staff members on whether the policy meets their needs. | To ensure that the policy meets the needs of staff and students at DMU, to ensure we are providing an equitable experience, and improving the outcomes of our staff and students | Policy owner | Informal consultation 3 months after policy launch, formal consultation with staff networks 6 months after launch | |

APPENDIX C:

## Estates Equality Impact Assessment Form

1) Person responsible for project:

| | |
|---|---|
| Name of person completing the EIA | |
| Job role of the above | |
| Project Lead (if different from above) | |
| Job role of the above | |
| Department/Faculty | Estates & Facilities |

| Action | Intended improvement / outcome | Person responsible | Timeframe | Link to DMU Strategy |
|---|---|---|---|---|
| Consult with | | | | |

1 4 5 (i) 3 i 2 Tf 419