|  |  |
| --- | --- |
| **Name of Policy/Project** |  |
| **Purpose** |  |
| **Person responsible** |  |
| **Date of EA** |  |
| **Department** |  |
| **Has the policy/project previously been subject to EA?** | [YES/NO] - delete as applicable |
| **If so, what are the main changes since the last EA?** |  |
| **Committee giving formal approval**  |  |

**Equality Analysis**

# Initial assessment of potential impact Consider the following:

# the importance of the policy/project to equality and good relations;

* who could be affected and how;
* any potential adverse impact on protected groups.
1. **Relevant data**

# Consider the following:

# evidence gathered to assess impact;

* additional steps to fill any gaps;
* details and findings of any consultation undertaken.

# Steps to eliminate or reduce any adverse impact

# Consider the following:

* Any adverse impact - possible causes and actions to address impact;
* Where any adverse impact cannot be addressed, what is the justification?
1. **Potential for positive impact**

# Consider the following:

* Any opportunity to advance equality or foster good relations? If so, the protected group(s) involved and the action(s) needed.
1. **Decision**

# No major change/Adjust/Continue/Stop and remove (delete as applicable)

# Please explain:

# Consider the following:

* Final decision and how this has been reached?
1. **Submission**

# Date submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name and role of the person who carried out the EA:
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# Monitoring and review

 Date for Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_