



Equality Impact Assessment Form

Section 1: Contact details

Please complete your details and contact information in the spaces provided.

Policy/Practice owner	
Job title:	
School/Department:	
Email:	
Submission date:	

Section 2: About the policy

Please describe what you are impact assessing and who it applies to.

Title:				
Aims/description/purpose:				
People it applies to:	<input type="checkbox"/> Staff	<input type="checkbox"/> Students	<input type="checkbox"/> Visitors	<input type="checkbox"/> General public

Section 3: Gathering data and evidence

Have you identified relevant evidence (qualitative and quantitative) to establish whether this policy/practice could potentially affect some equality groups more than others?

Have you analysed equality data for each of the groups identified in Section 2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you identified/researched anecdotal or alternative evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4: Assessing the impact

Considering equality and the Welsh Language, based on your evidence, which equality groups might this policy/practice affect positively or negatively more or less than others (if any)?

Age	<input type="checkbox"/>	Race	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Religion and belief (including no belief)	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Gender	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Pregnancy and maternity	<input type="checkbox"/>	Caring responsibilities	<input type="checkbox"/>
Welsh Language	<input type="checkbox"/>		

Using examples from the evidence you have collected, please describe the impact (positive, negative or neutral) on the equality groups you have identified above.

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Section 5: Outcomes of impact assessment

Identify which of the four possible actions you intend to take with the policy/practice:

Possible Action	Please tick one outcome
No major change	
Adjust the policy/practice – changes to method or implementation	
Continue the policy/practice with mitigation or justification of negative impact	
Stop and remove the policy/practice	

Section 6: Addressing any impact: action planning

Please describe any further actions you will undertake as a result of undertaking this assessment – include the timescale for each and who is responsible.

	Action	Timescale	Responsibility
1			
2			
3			
4			
5			

Section 7: Policy Review

When will the policy be reviewed?

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Section 8: Approval & Publishing

Signature of EIA author:

Date:

Sent to Secretariat for publication <input type="checkbox"/>

Date:

Publication

Under the Specific Duties for Wales of the Equality Act 2010 Higher Education Institutions must assess the likely impact of proposed and reviewed policies and practices on its ability to comply with the general duty. Where an assessment shows that there is likely to be a substantial impact on its ability to comply with the general duty, HEIs must publish reports of assessments.