

Full Equality Analysis Tool

1. The scope of the policy

This section should outline who has been involved in producing the equality assessment.

- Identifying who is responsible for the equality analysis
- The person responsible for the policy
- The aims/outcomes of the policy
- The key people that are involved, for example decision-makers, staff implementing it, stakeholders
- Who is intended to benefit?
- Why is it needed?

2. Relevance to equality

This section is all about determining the relevance of the policy to the equality agenda. You need to ensure that you have considered the policy relevance to the different arms of the general duty below and to the 9 protected groups;

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share protected characteristics and those who do not.
- Protected Groups
 - Age
 - Disability
 - Gender re-assignment
 - Marriage and civil partnership
 - Pregnancy and maternity
 - Race including national identity and ethnicity
 - Religion or belief
 - Sex (that is, is someone female or male)
 - Sexual orientation

3. Scoping the equality analysis

When you have decided that a policy is relevant to equality, scoping gives you an opportunity to establish basic systems that will be helpful for your equality analysis. Scoping involves looking at how the aims of the policy relate to equality and which aspects have particular importance to equality. It involves looking at which protected groups and which parts of the general equality duty it relates to. It includes looking at what evidence is available for your analysis, what the information gaps are, and establishing which stakeholders can

usefully be engaged to support your analysis. Supporting questions are outlined below;

- How do the aims of the policy relate to equality?
- What aspects are relevant to equality?
- Which protected groups and parts of the duty is it relevant to?
- What equality information is available?
- What are your information gaps?
- Which groups could usefully be engaged?

4. Analysing your equality information

The section requires some narrative about your understanding based on the evidence of the impact of the policy.

Remember evidence-based policy-makers ask themselves a simple question – what will happen, or not happen, if we do things this way? Equality analysis is a central part of this, by asking you to think about what would happen in relation to equality and good relations. Remember that equality analysis is not simply about identifying and removing negative effects or discrimination, but it is also an opportunity to identify ways to advance equality of opportunity and to foster good relations. Supporting questions are outlined below;

- Could the policy outcomes differ between protected groups?
- What are the key findings of your engagement?
- Is there different take-up of services by different groups?
- Could the policy affect different groups disproportionately?
- If there is a greater effect on one group, is that consistent with the policy aims?
- Has the policy delivered practical benefits for protected groups?
- Does the policy miss opportunities to advance equality and foster good relations, including, for example, participation in public life?
- Could the policy disadvantage people from a particular group?
- Could any part of the policy discriminate unlawfully?
- Are there other policies that need to change to support the effectiveness of the policy under consideration?

5. Monitoring and review

Equality analysis is an ongoing process that does not end once a policy has been agreed or implemented. You may find it helpful to plan and to document when the policy will be reviewed and also to consider, as part of the development of the policy, how you will be able to determine whether or not it is having its intended effects. Consider the following questions;

- How you will measure the effects of the policy?
- When the policy will be reviewed and what could trigger an early revision?
- Who will be responsible for monitoring and review?

- What type of information is needed for monitoring and how often it will be analysed?
- How to engage stakeholders in implementation, monitoring and review?

6. Decision-making and publication

Provide evidence of senior manager/board member sign off and state how the analysis has been used to inform the policy and support decision-making. State how the findings from the assessment will be published and made accessible to all sections of the community.