



Equality & Human Rights Impact Assessment

revised 2017

The purpose of this template is to ensure that policy makers consider impacts on equality and Human Rights when developing new or revising existing policies, practices or operating guidelines. The EqHRIA document should be used in conjunction with the Guidance Notes.

Title of the Policy:	
Impact Assessed by:	
Signature(s) of assessor(s):	
Date of Impact Assessment:	

Step 1: (a) Identify the aims of the policy

(i) What is the purpose of the policy? Why has this policy been developed?
(ii) How does the policy seek to achieve its purpose?
(iii) How do the aims of the policy relate to equality and human rights?

Step 1: (b) Identify who is affected by the policy

(i) Who benefits from this policy?
(ii) How does the group of people benefit from the policy?
(iii) Who does not benefit from the policy? Is anyone disadvantaged?
(iv) If so, how is the group of people disadvantaged by this policy?

Step 2: (a) Consider the evidence and impact assess (Equality)

- (i) What data or evidence have you used to consider the impact of the policy on each Protected Characteristic group? E.g. student/staff demographic data, consultation responses, national data.
- (ii) If you lack data/evidence, please outline your plan for obtaining up-to-date data/evidence e.g. consultation, survey, focus group responses, national research.
- (iii) Referring to the evidence you have available, would this policy positively or negatively impact on the following Protected Characteristics groups? If so, then how? Detail how it would be possible to minimise negative impact (an action plan may be required to ensure minimal negative impact in practice/change an aspect of the policy). Refer to the following principles where possible: elimination of discrimination; advancing equality of opportunity; and fostering good relations.

Protected Characteristic	Evidence	Impact (and how to minimise negative impact).
Disability		
Gender		
Race (inc. nationality, ethnicity and language)		
Age		
Gender re-assignment		
Sexual orientation		
Religion or belief (inc. no belief)		

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Pregnancy and maternity		
Other identified groups (e.g. carers)		

(ii) Action Plan to obtain data and evidence for impact assessment:

Step 2: (b) Impact assess the policy in relation to Human Rights

Would this policy positively or negatively impact on the following Human Rights Articles? If so, then how? Detail how it would be possible to minimise negative impact (an action plan may be required to ensure minimal negative impact in practice/change an aspect of the policy). Refer to the following principles where possible: elimination of discrimination; advancing equality of opportunity; and fostering good relations.

Article	Value	Impact (and how to minimise negative impact).
3: The right not to be tortured or treated in an inhuman or degrading way	Dignity	
6: The right to a fair trial	Fairness	
8: The right to respect for private and family life, home and correspondence	Respect	
14: The right not to be discriminated against in relation to the enjoyment of other human rights	Equality	

Step 3: Consultation

Is a consultation required? Are the views of other people required to be sought, in case they may highlight issues arising from the implementation of this policy?	
<input type="radio"/> Yes	<input type="radio"/> No
Please provide reasons why you did/did not offer a consultation:	
<i>If 'yes', please complete the following sections.</i>	
Analysis of the views/evidence gathered from the consultation:	
Recommendation(s):	

Step 4: Decision Making

Select an option to summarise how the IA has informed your decision-making: 4.1 No amendment to the policy is required (policy is robust, with no negative impact); 4.2 Adjust the policy (take steps to meet the general duty and reduce negative impact); 4.3 implement the policy without adjustment (continue despite the potential for adverse impact); 4.4 Stop and remove the policy (where adverse effects are not justified and cannot be mitigated or where the policy leads to unlawful discrimination).

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Step 5: Publication:

Equality & Human Rights Impact Assessments must be published.

	Does this group need to be aware of this EHIRA? (tick if applicable)	How to inform this group:
Students (service users)		
Employees		
Partner organisations & stakeholders		
Other - please state:		
Are there any barriers to communication?	<input type="radio"/> Yes	<input type="radio"/> No
If 'yes', how will barriers to communication be overcome?		

Step 6: Monitoring and Review

How will this policy be monitored to assess its impact on Protected Characteristics groups and Human Rights? E.g. will qualitative/quantitative data be collected? Survey, Student Council, Listening to Learners sessions?	
Staff member/designation responsible for writing the monitoring report:	
Monitoring report publication date:	
Review date: (no later than 3 years after the policy has been impact assessed)	

Please send the completed impact assessment to equality@forthvalley.ac.uk

If you require any assistance in completing a Equality & Human Rights Impact Assessment, please contact equality@forthvalley.ac.uk