



IMPACT Equality Analysis (IEA)

(Formerly Equality Impact Assessment)

Process and Procedure

1. IMPACT Equality Analysis (IEA)

An equality analysis is a way of finding out whether documentation on policy / function / practice/ procedure or provision and organisational wide decisions have due regard (conscious thinking) for the Equality Act 2010. A proposed policy / function / procedure/ practice or provision has a different effect on different groups of students and staff, and needs to take into account the experiences and circumstances of those groups' people who may be affected.

Equality analysis will provide a systematic way to ensure our legal obligations are met and are also provide a practical way of examining what the effect may be in relation to equality for those concerned.

The **IMPACT** Equality Analysis provides a useful **RISK** tool for identifying and addressing discrimination in **six simple steps**:

I-tem, M-apping, P-review, A-ssess, C-alculate, T-he Final Stage

It is important that all policy / function / practice/procedure or provision are informed by organisation wide equalities data.

2. Protected Characteristic Groups

University of Greenwich is required to have 'due regard' to promote and foster good relations as well as eliminate discrimination for all persons irrespective of their race, sex, gender reassignment, gender identity, disability, age, marriage and civil partnership, sexual orientation, pregnancy and maternity, religion or belief and non-beliefs.

3. A negative impact

This is an impact that could disadvantage one or more protected characteristic groups. This disadvantage may be differential, where the negative impact on one particular group of individuals is likely to be greater than that on another.

4. A positive impact

A positive impact is one that promotes equality and diversity with positive conditions and fosters relationships between various groups or individuals.

5. Statutory responsibility

University of Greenwich, like all other public bodies, has a legal duty to promote and foster positive relationships between different groups and who work and study at the University of Greenwich.

The IEA is an effective way of identifying unfairness and discriminatory practice. The need for an IEA should be considered in directly provision of services, jointly provided services and in plans and organisational decision making.

6. Scope of Procedure

This procedure applies to all staff and functions within University of Greenwich.

7. Responsibilities

7.1. **The HR Director** is the overall Executive Body level lead for the Equality, Diversity and Inclusion issues at the University of Greenwich.

7.2. **All Managers** are responsible for ensuring that equality, diversity and inclusion issues, within their area of accountability, are identified and promoted. They are responsible for ensuring their directorates conduct an IEA and record this either using the RAG EA Register or another effective system. **It is a legal requirement to ensure that IMPACT Equality Analyses are publicised.**

7.3. **All members of staff that are responsible for developing** policy / function / procedure/ practice or provision for ensuring that an IEA is carried out and recorded as part of the development or redesign with the IEA as an appendix to the document prior to it going to the Committee.

7.4. **Members of staff presenting papers to the Court and Committees** are responsible for considering and recording whether the matter referred to in the paper needs to have an IEA and the arrangements associated with the process. (*See organisational arrangements below*)

8. Organisational Arrangements

8.1. Written Control Documents (policies, procedures, guidelines etc.)

An IEA must be carried out for all new or reviewed written control documents, using the **IMPACT** EA Template, IEA Baseline Data, IEA Flowchart and IEA FAQ as a guide.

8.2. Strategies, Plans, Service Development and Redesign

An **IMPACT** EA Template must be carried out for all new or reviewed policy / function /procedure/ practice or provision.

8.3. Papers to the Court and Committees

All staff presenting papers to the Court or Committees must carry out an IEA before submitting to the specified committee.

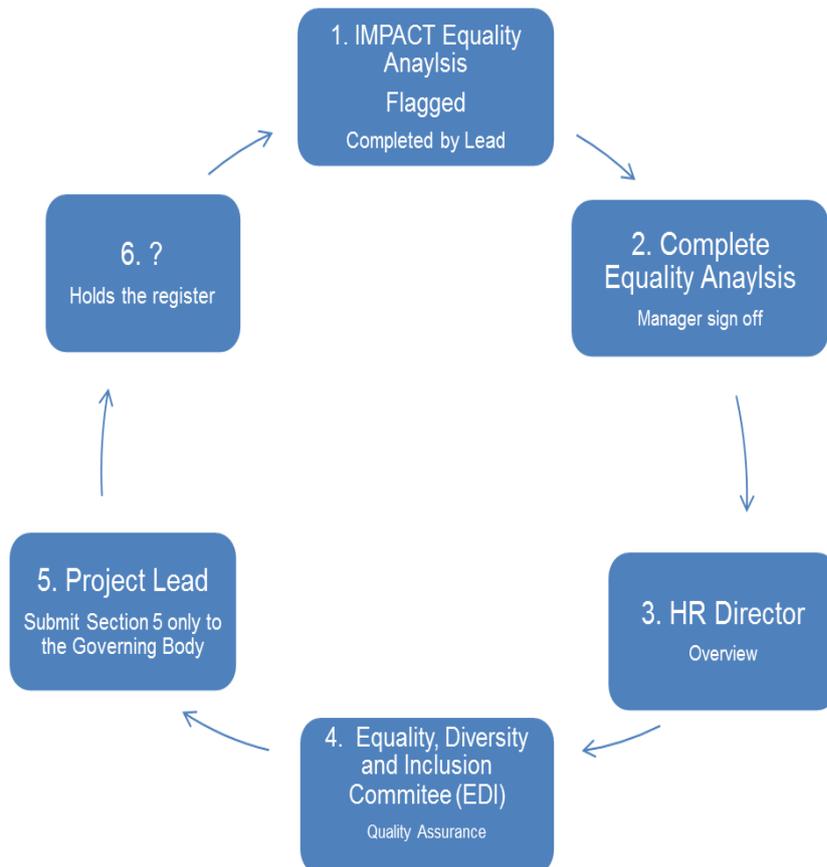
Where it is considered that the paper will have no equality impact, this should be recorded on the covering sheet provided with the committee paper.

A copy of the completed IEA Template from pages 1-11 only must be attached to the paper presented to the Court/Committee.

Monitoring

The Equality, Diversity and Inclusion Committee (EDIC) must receive a copy of the completed IEA for Quality Assurance and will provide feedback to the individual.

Process and Procedure- Flowchart



Process in completing an IMPACT Equality Analysis.

