

Approach to Impact Assessment

Definition

An equality & diversity impact assessment is a way of systematically assessing, and consulting on, the effects that a policy or procedure will have on an equality target group(s). An equality target group is a group that could face discrimination and disadvantage on the basis of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race, religion or belief; gender and sexual orientation or any other inappropriate distinction. The main purpose of an equality impact assessment is to pre-empt the possibility that a proposed policy could affect some groups unfavourably.

So, in summary, an equality impact assessment means

- Taking a close look at what the college does and how it does it, or at proposals for how something will be done;
- Finding out how equality target groups are currently, or could be affected by this;
- Thinking about whether opportunities to promote equality are being maximised;
- Where necessary, doing things differently, or doing different things, to achieve equal opportunity, and to better meet the needs of particular groups of people; and
- Recording what has been found out and what will be done about it (if anything), telling people about this, and keeping the situation under review.

Approach

All existing policies will be screened, and **new policies** will be screened as part of policy development.

The approach will involve two phases.

Phase 1 – Is the policy equality relevant?

The following key questions will be helpful to identify which policies are equality & diversity -relevant:

- Could or does the policy affect one or more equality target group(s) in a different way to other groups?
- Could or do different equality groups have different needs in relation to the policy?
- Does the policy actually or potentially contribute to equality of opportunity?
- Does the policy offer opportunities to promote equality?

If the answer to **any** of the above questions is 'yes', the policy has at least some equality-relevance.

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If the answer is no the policy can be signed off for impact assessment and needs no further consideration.

Phase 2 – action plan

Policies that are equality-relevant may require actions from the person responsible for the policy to ensure that equality groups are not disadvantaged or if there are additional opportunities for improving equality.

Implementation of the College approach

The impact assessment will be carried out on each college policy by a member of SLT (or the relevant line manager), a trained member of the Equality and Diversity Group or Head of Quality or a nominated external advisor. Head of Quality will monitor the completion of assessments and the relevant completion of actions. All assessments will use the attached template.

Related Documents:

Single Equality Scheme

The Equality & Diversity Impact Assessment Template

Shrewsbury Colleges Groups Group Equality and Diversity Statement

Shrewsbury Colleges Group values each member of the Shrewsbury Colleges Group community and recognises the contribution made to college life by students, staff, service users, visitors, employers, partners and governors. Shrewsbury Colleges Group will always seek to ensure that no member of Shrewsbury Colleges Group Community will be subjected to discrimination, unfair treatment, or treated less favourably because of their age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race, religion or belief; gender and sexual orientation.

Shrewsbury Colleges Group also recognises that although equality and diversity are sometimes used interchangeably that they are different and equality of opportunity is as important as recognising individual as well as group differences.

There is a strong belief in nurturing the potential of individuals through tolerance, respect and education.

Shrewsbury Colleges Group recognises the importance of having a fair and just environment and is actively working towards promoting diversity.

Shrewsbury Colleges Group will ensure that any alleged discrimination, harassment, bullying, unfair, or less favourable treatment is dealt with as quickly as possible, according to agreed procedures.

It is the responsibility of all members of Shrewsbury Colleges Group Community to uphold equal opportunity principles and to ensure that the policy is implemented fully by making sure that they do not discriminate and that they positively challenge all forms of discrimination within Shrewsbury Colleges Group and promote our policies within the wider external community.

To this end, all students, partners, governors, prospective students and any other outside agencies involved with Shrewsbury Colleges Group will be informed of Shrewsbury Colleges Group's commitment to equal opportunities and diversity.

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1 Give the name of the policy being assessed, and a brief description of its aim or purpose.

2 Give the person or group with authority to make changes to the policy.

3 Who is affected by or associated with the policy?

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4 Is there anything to suggest that this policy (intentionally or unintentionally) affects or could affect different equality & diversity groups in disadvantageous ways?

	Yes	No	Unclear
Age			
Disability			
Gender reassignment			
Marriage & civil partnership			
Pregnancy & maternity			
Race			
Religion or belief			
Gender			
Sexual orientation			

If you have answered “yes” – please explain your decision in the box below and complete the actions required.

Equality & diversity impact assessment - Action plan template

Suggested Action – modification or note	Person responsible for action	Date for action and/or resubmission

If you have answered ‘no’, please explain the basis for this decision.

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5 Could the policy be modified to make a positive contribution to equal opportunity for one or more of the equality groups?

	Yes	No	Unclear
Age			
Disability			
Gender reassignment			
Marriage & civil partnership			
Pregnancy & maternity			
Race			
Religion or belief			
Gender			
Sexual orientation			

If you have answered “yes” – please explain your decision in the box below and complete the actions required.

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Suggested Action – modification or note	Person responsible for action	Date for action and/or resubmission

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If you have answered 'no', please explain the basis for this decision.

6 This impact assessment was carried out by:

Please submit this equality & diversity impact assessment to the Group Vice Principal Quality & Curriculum Management

7 This impact assessment was approved by the Group Vice Principal Quality & Curriculum Management:

Signature:

Chris Pemberton, Group Vice Principal Quality & Curriculum Management

Date: