

**HARLOW DISTRICT COUNCIL
EQUALITY IMPACT ASSESSMENT FORM**

Title of EIA	
Focus of EIA	
Service/Department	
Names and roles of officers completing the assessment (indicate Lead officer)	
Contact telephone number of Lead officer	
Date assessment completed	

Appendix D – Part C

Aims of the policy/service/function and how implemented

Key Questions	Notes
What is the purpose of the strategy/project? (describe the aims, objectives and purposes of the strategy/project)	
Who are the key stakeholders?	
Are there any other documents/strategies linked to this strategy/project?	
Who is affected by the strategy/project?	
Who has been involved in the development of the strategy/project?	

Appendix D – Part C

Review of information and equality analysis

<p>Data Already Have</p>	<p>What gaps are there in the data?</p>	<p>What other data do you need? – state by whom, when and how is it going to be done?</p>	<p>Copies of relevant data attached</p>
<p>What quantitative (numerical) data do you already have?</p> <p>(E.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p>			
<p>What qualitative data do you already have?</p> <p>(E.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p>			

Appendix D – Part C

Protected characteristic groups from the Equality Act 2010	What do you know? – Summary of data	What do people tell you? – Summary of feedback received	What does this mean? – Impacts identified from data and feedback (actual and potential)	What can you do? – All potential actions to: <ul style="list-style-type: none"> • Advance equality of opportunity • Eliminate discrimination • Foster good relations
Age				
Disability				
Gender reassignment				
Pregnancy and Maternity				
Race/ethnicity				
Religion or belief				
Sex/gender				
Sexual orientation				
Marriage and civil partnership				

Appendix D – Part C

Other relevant groups				
Assessment of overall impacts and any further recommendations				

Appendix D – Part C

Consultation - List of formal or informal consultation that has taken place or that you are planning to hold to inform your EIA

Title of consultation	Date	Gaps in data	If further consultations are needed to fill these gaps – state with whom, by whom, when and how is this going to be done?

Appendix D – Part C

Assessment of Impact

Protected Characteristic Group	Identify the impact or potential impact or how helps to promote equality	Action planned - proposed measures to mitigate any adverse impacts
Gender reassignment		
Disability		
Age		

Appendix D – Part C

Race		
Sex		
Sexual orientation		
Religion or belief		
Marriage and civil partnership		

Appendix D – Part C

Pregnancy and Maternity		
Any other groups, if appropriate e.g. children leaving care; pregnant or breast-feeding mothers; carers etc		

Appendix D – Part C

Action Plan

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe

Appendix D – Part C

Signed
Project Manager

Countersigned
Head of Service

Print Name

Print Name

Date

Date

Under the Freedom of Information Act, this completed EIA form will be placed on the website and be available on request to the general public.