**Equality Assurance Assessment (EAA) Form**

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| **Applicant Information** |
| Title of EAA: |
| Unique EAA Reference Number: |

**Introduction – what is an EAA and what does it involve?**

The EAA is the university’s mechanism for undertaking equality analysis of policies or functions relevant to the Public Equality Duties (Equality Act 2010).

It involves the analysis of information and feedback from protected groups and others. This helps us to understand the actual or potential impact of functions, policies or decisions on these groups.

EAAs can help to meet the university’s commitment to:

* Prevent unlawful discrimination, harassment and victimisation and other conduct in line with the Equality Act 2010
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not

**Relevant protected characteristics:**

Age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, race, and sexual orientation

**What are the stages?**

Relevant Committee or Governance body authorises a policy, procedure or function to undergo an EAA. The person with lead responsibility for the area being assessed will undertake the EAA.

Stage One: Policy Overview

Stage Two: Analysis

Stage Three: Addressing Impact

Stage Four: Completion

Findings are reported to Committee or Governance body to be taken into account ***before*** actions are agreed.

**The E&D Team have prepared some guidance to support completion of the EAAs, which can be found here:** <http://www.equality.admin.cam.ac.uk/equality-diversity-cambridge/equality-assurance-assessments/eaa-form-and-guidance>**.This also includes a definition of terms.**

**STAGE ONE:** **Policy Review**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1a. Name of policy or function being assessed** | | | |  | |
| Title: | | | | | |
| **1b. Details of person who is undertaking this EAA (the Assessor)** | | | | | |
| Name:  Role:  Email:  Date: | | | | | |
| **1c. School/Faculty/Department/Division/Section** | | | | | |
|  | | | | | |
| **1d. Have you completed the online Equality and Diversity training module?**  *If not, please visit* [*http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training*](http://www.equality.admin.cam.ac.uk/training/equality-diversity-online-training) *and undertake the training at the earliest opportunity.* | | | | | |
| ☐ Yes  ☐ No | | | | | |
| **1f. Name of person with lead responsibility for the policy or function** | | | | | |
| Name:  Role:  Email: | | | | | |
| **1g. Is this a new or existing policy or function?** | | | | | |
| ☐ New  ☐ Existing | | | | | |
| *Please attach, as appropriate, the current policy or function, the draft of the new policy or function and any other relevant information when submitting this form, at the end of Stage One.* | | | | | |
| Insert any relevant hyperlinks here: | | | | | |
| **1h. Briefly, what are the overall aims of the new or revised policy or function?**  *You may want to consider:*   * *intended aims and outcomes of the policy* * *relationship with other University policies and/or functions* * *potential number of people/employees/students governed or impacted by it when it was originally introduced (if an existing one)* | | | | | |
| Overall aims: | | | | | |
| **1i. When is the new or revised policy or function anticipated to come into effect?** | | | | | |
| Date or timescale: | | | | | |
| **1j. What sources of information have you used to inform your analysis of the possible or actual equalities impact of this policy or function?**  *(e.g. Information/Research/Consultation/Engagement)*  *Please see* [*http://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equality-information-and-reports*](http://www.equality.admin.cam.ac.uk/equality-and-diversity-cambridge/equality-information-and-reports) *for sources.* | | | | | |
| Information sources: | | | | | |
| **1k. Outline any equality-related or relevant findings identified from the initial discussion meeting and analysis of your sources.**  *Questions to consider:*   * *Does the data highlight any apparent disparities between how the policy or function impacts on protected groups and others?* * *From the research or information considered, is there any indication of differential (whether positive or adverse) impact on protected groups? This requires identification of factors that affect any of the protected groups differently to the others.* * *Is there any evidence that different groups have different needs, experiences, issues and priorities in relation to this policy?* | | | | | |
| Findings: | | | | | |
| **Screening**  *The screening process requires the consideration of both the positive and discriminatory impact that the policy or function is likely to have on each of the protected groups.*  ***Discriminatory Impact***  *Where a policy or function is likely to discriminate against those belonging to one or more protected groups compared to others who are not members of the protected group(s).*  ***Positive Impact***  *Where a policy or function is likely to impact positively on those belonging to one or more protected group in a way that may support the University in meeting its public equality duties.*  *Further definitions of helpful terms, including the protected characteristics, can be found in the appendix to the guidance:* [*http://www.equality.admin.cam.ac.uk/equality-diversity-cambridge/equality-assurance-assessments/eaa-form-and-guidance*](http://www.equality.admin.cam.ac.uk/equality-diversity-cambridge/equality-assurance-assessments/eaa-form-and-guidance)*.* | | | | | | |
| **1l. Is this policy or function likely to have a discriminatory or positive effect on people belonging to any of the following protected characteristics?** | | | | | | |
| **Protected characteristic** | **Discriminatory impact** | **Positive impact** | **Neither** | | **Description of impact** | |
| Age |  |  |  | |  | |
| Disability |  |  |  | |  | |
| Gender |  |  |  | |  | |
| Gender reassignment |  |  |  | |  | |
| Marriage or civil partnership |  |  |  | |  | |
| Pregnancy/maternity |  |  |  | |  | |
| Race |  |  |  | |  | |
| Religion or belief |  |  |  | |  | |
| Sexual orientation |  |  |  | |  | |
| Other: |  |  |  | |  | |
|  | | | | | | |
| **1m. Is further action required for any discriminatory impact identified above?** | | | | | | |
| ☐ Yes  ☐ No | | | | | | |

|  |  |  |
| --- | --- | --- |
| Signed by the assessor(s) | | |
|  | Date |  |
| Signed by the policy/function lead (if not the assessor(s)) | | |
|  | Date |  |

**Submit this form to** [**EAA@admin.cam.ac.uk**](mailto:EAA@admin.cam.ac.uk)

|  |  |
| --- | --- |
| **Stage One (E&D Section use only)** | |
| Date received |  |
| Which stages should this EAA go through? |  |
| Name of consultant assigned |  |
| Notes |  |

**STAGE TWO:** **Analysis**

|  |
| --- |
| **2a. Area(s) of discriminatory impact**  *This stage must be completed for each area of discriminatory impact identified in Stage One.* |
| Area of impact: |
| **2b. Further consultation undertaken or evidence considered (including details of sources used)** |
| Details: |
| **2c. Possible options to address area of discriminatory impact**  *This will form the basis of actions taken in Stage Three* |
| Possible options: |

|  |  |  |
| --- | --- | --- |
| Signed by the assessor(s) | | |
|  | Date |  |
| Signed by the policy/function lead (if not the assessor(s)) | | |
|  | Date |  |

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| --- | --- |
| **Stage Two (E&D Section use only)** | |
| Date received |  |
| Notes |  |

**STAGE THREE:** **Addressing Impact**

*The University’s equality duties are outcome focussed, so it is important to consider how a particular action will mitigate or eliminate, where possible, discriminatory impact on protected group(s).*

*Use your findings from Stage Two to outline the actions required.*

*It is advised that you include consideration of the following points:*

* *The resources needed to deliver the action (for example, staffing hours or budget)*
* *Which functional area will have responsibility for delivering the action*
* *A review date to allow for progress to be assessed if needed*

**ACTION ONE**

|  |
| --- |
| **Title of action** |
|  |
| **Resources** |
|  |
| **Lead responsibility** |
|  |
| **Progress/milestones** |
|  |
| **Details of action taken** |
|  |
| **Review date** |
|  |

**ACTION TWO**

|  |
| --- |
| **Title of action** |
|  |
| **Resources** |
|  |
| **Lead responsibility** |
|  |
| **Progress/milestones** |
|  |
| **Details of action taken** |
|  |
| **Review date** |
|  |

**ACTION THREE**

|  |
| --- |
| **Title of action** |
|  |
| **Resources** |
|  |
| **Lead responsibility** |
|  |
| **Progress/milestones** |
|  |
| **Details of action taken** |
|  |
| **Review date** |
|  |

If more than three actions taken, please copy and fill in additional tables as necessary.

|  |  |  |
| --- | --- | --- |
| Signed by the assessor(s) | | |
|  | Date |  |
| Signed by the policy/function lead (if not the assessor(s)) | | |
|  | Date |  |

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|  |  |
| --- | --- |
| **Stage Three (E&D Section use only)** | |
| Date received |  |
| Next steps |  |
| Name of consultant assigned |  |
| Date |  |

**STAGE FOUR:** **Completion – for EAARG and the relevant Committee secretary**

|  |  |
| --- | --- |
| **To be completed by the EAARG Secretary, with the relevant E&D Consultant** | |
| Date |  |
| 4a. Policy/function title | |
|  | |
| 4b. Policy/function overview and purpose | |
|  | |
| 4c. Outline aspects of the policy/function that have been identified as likely to have a **discriminatory** impact on any protected groups (using **Stage One**) | |
|  | |
| 4d. Outline aspects of the policy/function that have been identified as likely to have a **positive** impact on any protected groups (using **Stage One)** | |
|  | |
| 4e. Outline the scale of the impacts identified and the specific actions that can be undertaken to reduce/eliminate/address the **discriminatory** impact (using **Stages Two and Three**) | |
|  | |
| 4f. Record any response and/or recommendations from EAARG | |
|  | |
| 4g. Record any further action necessary after discussion with EAARG | |
|  | |
| 4h. Date endorsed by EAARG |  |

|  |  |
| --- | --- |
| **To be completed by the relevant Committee Secretary** | |
| 4i. Name of Committee or Governance Body |  |
| 4j. Date of deadline for any actions |  |
| 4k. Date any progress report due (if any) |  |
| 4l. If no progress report due, date review due |  |

|  |  |  |
| --- | --- | --- |
| Signed by the Committee Secretary | | |
|  | Date |  |

**Submit this form to** [**EAA@admin.cam.ac.uk**](mailto:EAA@admin.cam.ac.uk)

|  |  |
| --- | --- |
| **Stage Four (E&D Section use only)** | |
| Date for review of actions |  |
| Date for review of EAA |  |
| Complete EAA saved on Moodle? |  |
| Name of consultant assigned |  |
| Date |  |
| Additional notes |  |