



**Initial Screening:
Initial Equality Impact Assessment
Pro Forma**

Initial Equality Impact Assessment Pro Forma

Section		Officer(s) responsible for the assessment	
Name of Policy to be assessed		Date of Assessment	Is this a new or existing policy?
1. Briefly describe the aims, objectives and purpose of the policy.			
2. Are there any associated objectives of the policy? Please explain.			
3. Who is intended to benefit from this policy, and in what way?			
4. What outcomes are wanted from this policy?			
5. What factors/forces could contribute/detract from the outcomes?			
6. Who are the main stakeholders in relation to the policy?		7. Who implements the policy, and who is responsible for the policy?	
8. Are there concerns that the policy could have a differential impact on racial groups?	Y	N	Please explain
What existing evidence (either presumed or otherwise) do you have for this?			

9. Are there concerns that the policy could have a differential impact due to gender?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
10. Are there concerns that the policy could have a differential impact due to disability?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
11. Are there concerns that the policy could have a differential impact due to sexual orientation?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
12. Are there concerns that the policy could have a differential impact due to their age?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
13. Are there concerns that the policy could have a differential impact due to their religious belief?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			
14. Are there concerns that the policy could have a differential impact due to them having dependants/caring responsibilities?	Y	N	
What existing evidence (either presumed or otherwise) do you have for this?			

15. Are there concerns that the policy could have a differential impact due to them having an offending past?		Y	N		
What existing evidence (either presumed or otherwise) do you have for this?					
16. Are there concerns that the policy could have a differential impact due to them being transgendered or transsexual?		Y	N		
What existing evidence (either presumed or otherwise) do you have for this?					
17. Could the differential impact identified in 8 – 16 amount to there being the potential for adverse impact in this policy?	Y	N	Please explain		
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Y	N	Please explain for each equality heading (questions 8 –16) on a separate piece of paper.		
19. Should the policy proceed to a full impact assessment?	Y	N	20. If Yes, is there enough evidence to proceed to a full EIA?	Yes	No
			21. If No, are there any changes required to the policy to improve it around the equality agenda?		

Signed (completing officer)

Date

Signed (Head of Section)

Date



**Full Equality Impact
Assessment Pro Forma**

Suffolk Police Authority

Equality Impact Assessment Template

This template is to be completed for submission with all new Suffolk Police Authority policies. It should also be completed for any full assessment of existing functions, policies or practices. **All questions should be considered from the perspective of all 6 strands of Diversity. Race, Disability, Gender, Religion & Belief, Sexual Orientation & Age.**

For further information, refer to the Association of Police Authorities guidance notes.

1. Set Up The EIA Team

Members of the team will be determined by the Chief Executive in consultation with the Chair of the Diversity Working Group. It should be a mix of authority members and officers with specialists co-opted to the team as appropriate.

Identify all members of the EIA team:

2. Identify Main Aims Of The Function / Policy

2.1 Identify the aims and projected outcomes of the policy
2.2 Which individuals and organisations are likely to have an interest in or likely to be affected by the policy

3. Consider the Evidence

3.1 What relevant quantitative data has been considered?
3.2 What relevant qualitative data has been considered?
3.3 What gaps in data / information were identified?
3.4 What consideration has been given to commissioning research?

4. Assess likely Impact

4.1 From the analysis of data and information has any potential for differential / adverse impact been identified?
Race:
Disability:
Gender:
Religion & Belief:
Sexual Orientation:
Age:

4.2 Explain intentional impact
Race:
Disability:
Gender:
Religion & Belief:
Sexual Orientation:
Age:

5. Consider Alternatives

<p>5.1 Summarise what changes have been made to the policy to remove or reduce the potential for differential / adverse impact?</p>
<p>5.2 Summarise changes to the policy to remove or reduce the potential for differential / adverse impact that were considered but not implemented, and explain why this is the case</p>
<p>5.3 If potential for differential / adverse impact remains explain why implementation is justifiable in order to meet the wider policy aims</p>

6. Consult Formally

6.1 Has the function / policy been subject to consultation? If no, why not. If yes, state which individuals and organisations were consulted and what form the consultation took
6.2 What was the outcome of the consultation?
6.3 Has the function / policy been reviewed and / or amended in the light of outcomes of consultation?
6.4 Have the results of the consultation been fed back to the consultees?

7. Decide whether to adopt the Policy

7.1 Provide a statement outlining the findings of the impact assessment process. If the policy has been identified as having a possibility to adversely impact upon diverse communities, the statement should include justification for the implementation.

8. Make Monitoring Arrangements

8.1 What consideration has been given to piloting the policy?
8.2 What monitoring will be implemented at a national level by the policy owning agency and / or other agency?
8.3 Is this policy intended to be implemented by local agencies that have a statutory duty to impact assess policies? If so what monitoring requirements are you placing on that agency?

9. Publish Assessment Results

9.1 What form will the publication of the impact assessment take?

Signed (completing officer) Date

Signed (Chief Executive) Date