

Equality Impact Analysis- Quick Start Guide

June 2017

When?

- Service/policy review
- All Projects
- Organisational change / restructure
- Procurement / commissioning

Screening

- Review old EqIA's
- Customer/ service user/wider demographic/ staff data
- Complete screening grid
- Judgement - Full/further analysis- or complete action plan (if necessary)
- Send to diversityinfo@kent.gov.uk

Full/ further equality analysis

- Adversely/negatively affected protected groups identified
- List data sets and sources
- Cost implications
- Potential to engage with affected protected groups

Judgement

- No change
- Adjust/amend the policy
- Continue with the existing policy
- Stop and remove an existing policy
- Action Plan- activity to address adverse or other potential equality impacts

Next steps

- Sign off/ Approval
- Send to diversityinfo@kent.gov.uk
- Evidence of due regard to the Public Sector equality Duty
- Summary of outcome to be included in reports to decision makers
- EqIA to be attached as an appendix for decision



Advice and guidance can be found at diversityinfo@kent.gov.uk at any stage of the process.