

Initial Impact Assessment Template

Please use the following template to help determine whether a community impact assessment is required.

Name of Policy

Purpose and function of policy (Please provide a brief description, for example, services affected)

Who does this policy affect			
Workforce / Employees		Service Delivery / Communities	

Author(s)

Job title and Service Delivery Unit

Date completed:

Sign off (line manager) and date
If signed off by e-mail please confirm by identifying when and by whom

A separate guidance note is available to support you through the completion of this assessment. You can find it on the intranet.

The general equality duty states that we must have due regard to:

- Eliminate unlawful discrimination, harassment and victimisation
- Advance equality of opportunity
- Foster good relations between different groups

Complete the table below, assessing the impact of your policy on people with protected characteristics, including employees and customers. You should also consider the elements of the above general duty.

Protected Characteristic	Positive impact		Negative impact			Reasons/evidence
	Yes	No	High *	Low #	No	
Age						
Disability						
Gender (Sex)						
Gender reassignment						
Marriage/civil partnership						
Pregnancy/maternity						
Race						
Religion/belief						
Sexual Orientation						
Deprivation (inc rural/urban)						

High – there is significant evidence of adverse impact or potential for adverse impact. The policy etc has consequences for or affects significant numbers of people and/or has the potential to make a significant contribution to advancing equality.

Low – there is anecdotal or little evidence to suggest adverse impact. The policy etc operates mainly within a small unit and affects few people.

Am I required to carry out an Community Impact Assessment?

If you have ticked negative impact as High, then a Community Impact Assessment will need to be completed, available on the intranet.

If a Community Impact is not required, you are required to monitor and review the proposed changes after implementation to check they work as planned and to screen for unexpected equality impacts. Please provide details of how you will

monitor evaluate or review your proposals and when the review will take place in the box below

Monitor and Review

Please provide details of how you will monitor evaluate or review your proposals and when the review will take place.

How will you monitor/review proposals?

When will the review take place?