

Initial Impact Assessment Guidance

This guidance is to assist you with the use of the Initial Impact Assessment (IIA) which is similar to a risk assessment.

1. Why you are doing this?

You are required to use the IIA to establish how your policy impacts on the General equality duty. You are required to consider the impact to both your employees and service delivery.

The term 'policy' refers to what you are assessing. In this context, the term includes the different things that we do, including service reviews, non-key strategies and plans, functions, procedures, practices, decisions and projects.

If you are completing a key strategy or plan contact Policy and Value for Money, 80136.

2. What do I have to have think about?

We are asking you to think about how your policy affects your customers and employees. In particular we want you to think about how the policy;

- Eliminates unlawful discrimination, harassment and victimisation
- Advances equality of opportunity
- Fosters good relations between different groups

During the assessment you are asked to determine if there is; positive impact, negative impact or no impact on people with shared protected characteristics, e.g. religion or belief, or, gender. Record these on the form.

You can find out more about the protected characteristics by visiting

<http://ecouncil/AssistantChiefExecutive/CommunityEngagement/EqualityandDiversity/Pages/Assessingimpact.aspx>

You may know from the outset that;

- you suspect a high negative impact
- the policy will have an affect on a large number of people, or,
- deals with particularly sensitive issues

If this is the case, save time, go to the Community Impact Assessment.

Sometimes your policy will have no impact on a particular protected characteristic. This is fine but you must indicate that you have considered whether it has an impact, or not, on all characteristics.

3. Support and clearly justify your decision

It is important that you include evidence, both quantitative and qualitative, to support your reasoning. In the interests of transparency and openness this assessment and evidence will be available for consultation and will be published.

You may decide that you don't have enough information. Don't stop. Indicate on the form that you don't have enough information and state how you will begin to find out, then carry on.

4. What is a high impact?

A high impact is deemed to occur when there is significant evidence of adverse impact or potential for adverse impact. For example the policy has consequences for or affects significant numbers of people and/or has the potential to make a significant contribution to advancing equality for people who share different characteristics.

5. What to do when you have completed the form

If you have recorded no high impacts send all of the information that you have used to your line manager for agreement and sign off.

Confirmation of their agreement and all of the information used should be sent to equalityanddiversity@telford.gov.uk. Ensure you complete the dates and details on the form.

If you have a high impact against any characteristic, complete the Community Impact Assessment available on the Equality and Diversity intranet.

Remember you may need to update the information based on any consultation you complete.