**Equality Analysis: Template Form**

This form supports you to undertake an equality analysis of the policy or change you are proposing to ensure meaningful consideration of the various impacts it may have on different groups within our diverse community. Please refer to the [Equality Analysis Guidance document](https://hr.qmul.ac.uk/equality/governance/equality-analysis/) to support you to complete this exercise. Depending on the change you are considering, this form can be adapted to best fit the scale of your analysis.

*Throughout this guidance the term ‘policy’ is used to include a wide range of activities, for example processes, procedures, projects and initiatives.*

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| **Policy Title** |  |
| **Purpose** |  |
| **Equality Analysis Lead(s)** |  |
| **Policy Sponsor (if applicable)** |  |
| **Date of equality analysis** |  |
| **School/Institute/Department** |  |
| **Is the policy new or existing?** |  |
| **Has the policy previously been subject to equality analysis?** |  |
| **If so, what are the main changes since the last analysis?** |  |
| **Committee/group giving formal approval (if applicable)** |  |

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| 1. **Consider your approach to undertaking equality analysis.**   This is an opportunity to consider how you will approach your equality analysis; who are your key stakeholders and who needs to be involved, how will you embed the equality analysis into the wider decision-making process, what scale of impact do you anticipate? | | | | | | |
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| 1. **Supporting Queen Mary’s Values and Strategy 2030**  * How does this policy demonstrate Queen Mary’s [Values in action](https://connected.qmul.ac.uk/staff-support/our-values-in-action/)? * What opportunities are there for this policy to progress positive impact across protected characteristics and beyond? * How does it support the aims of Queen Mary Strategy 2030, including our mission to be the most inclusive university of our kind | | | | | | |
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| 1. **Evidence and information**   Consider what sources of information you will need to undertake your equality analysis. You should consider both quantitative and qualitative information and must consider the protected characteristics listed below as a minimum. You should consider what information is already available and whether any additional data is required.  The potential impacts you anticipate the policy may have should inform your approach. | | | | | | |
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| 1. **Engagement and qualitative data**  * What engagement exercises have taken place already? * What do the findings show? How will these inform the proposed policy? * Is any further engagement required to inform your assessment of potential impacts? | | | | | | |
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| 1. **Assessment of potential impact on different groups**  * The list below follows the legal framework of the Equality Act 2010 and the groups protected within it as well as additional groups whose needs should be considered. You can add any additional groups to this list where relevant. * Consider both **negative** and **positive** impacts here * Please consider intersectionality throughout your assessment | | | | | | |
| **Characteristic**  *(Characteristics in bold reference those which are protected under the Equality Act 2010)* | **Impact identified**   * Negative * Positive * Neutral/non identified | | | **Rationale**   * What data or information has informed your assessment of impact | | |
| **Age** |  | | |  | | |
| **Disability** |  | | |  | | |
| **Marriage and Civil Partnerships** |  | | |  | | |
| **Race & Ethnicity**  *(including nationality and citizenship)* |  | | |  | | |
| **Religion or belief** |  | | |  | | |
| **Pregnancy and maternity** |  | | |  | | |
| **Sex**  *(The Equality Act 2010 defines ‘sex’ as relating to male and female)* |  | | |  | | |
| **Sexual Orientation** / LGBTQIA+ |  | | |  | | |
| **Trans and non-binary people**  *(The Equality Act 2010 uses the term ‘Gender Reassignment’)* |  | | |  | | |
| Caring responsibilities |  | | |  | | |
| Socio-economic background or status |  | | |  | | |
| Menopause |  | | |  | | |
| *Add any additional groups here* |  | | |  | | |
| 1. **Action plan to eliminate or reduce adverse impact.**  * The template below allows you to identify specific actions to address any negative impact that you have identified through your assessment. * Negative impact should be address before the policy is put into place. * This may include actions already undertaken since the beginning of this equality analysis exercise. | | | | | | |
| **Impact identified** | | **Action planned** | | | **Timeframe** | |
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| 1. **Decision** | | | | | | |
| Is the policy ready for implementation: | | | **YES** | | | **NO** |
| Equality analysis reviewed by (e.g., relevant governance group): | | |  | | | |
| If “No”, what action will be taken? | | |  | | | |
| 1. **Monitoring and Review**  * How will you monitor the impact of your project once it has been implemented? * Include date for review and person(s)/group/committee responsible | | | | | | |
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| **Date for review** | | |  | | | |
| **Person responsible** | | |  | | | |
| **Relevant committee(s)/working group(s)** | | |  | | | |

**Please share your completed equality analysis with the EDI Team by sending this form to** [**hr-equality@qmul.ac.uk**](mailto:hr-equality@qmul.ac.uk)

**Appendix 1:** **Space to record the data that has been used in this equality analysis exercise.**