
Equality Impact Assessment Form

Equality Impact Assessment Policy & Procedure

See Equality Impact Assessment Policy and Procedure for detailed guidance on how to complete this form.

Section 1: Purpose and scope of policy

Title	Equality Impact Assessment Policy & Procedure
New or existing	Existing
Owner	Ania Rolewska
Officer(s) undertaking the EIA	Ania Rolewska (with feedback from the Equality Group and the MT)
What does the policy aim to achieve?	The policy aims to ensure that EIAs of our policies are conducted consistently; in a timely manner; to a high standard and in line with our statutory duties and voluntary commitments
How is the policy related to other areas of work?	PSOW Equality Plan 2019-22: <ul style="list-style-type: none"> ➤ Objective 3.5: Ensure that the consideration of equality is embedded in PSOW decision making
Who is likely to be affected by this policy?	Internally: staff completing EIAs (directly) all staff (indirectly) Externally: all our stakeholders (complainants, relevant bodies, councillors, advice and advocacy bodies, suppliers, job candidates, general public and other stakeholders engaged in our improvement work)

Section 2: Assessment of relevance and proportionality

Key points to remember:

- to assess relevance you must consider evidence related to all equality characteristics
- you must record all evidence considered in [section 4](#) of this form.

Equality Impact Assessment Form

Question	No	Yes	Comments
Does the policy relate to PSOW's equality objectives and identified actions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes - Objective 3.5: Ensure that the consideration of equality is embedded in PSOW decision making
Does the policy relate to functions that evidence, or previous activities have identified as being important to, particular characteristics?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes – the policy is relevant to all PSOW corporate policies and procedures, projects and decisions. It is expected that policies, projects and decisions related to HR, complaints handling, and improvement functions will have particular impacts on people with various protected characteristics.
Does the policy relate to an area where there are known inequalities, or a significant potential for reducing inequalities or improving outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	See above
Is there evidence to suggest that this policy may affect			
<ul style="list-style-type: none"> • equal treatment of people with certain characteristics 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – the policy strengthens our process for ensuring that we do not directly discriminate against any groups (including people with protected characteristics, Welsh speakers, and people who suffer inequalities of outcome sure to economic disadvantage) in any aspect of our work.
<ul style="list-style-type: none"> • meeting the needs of people with equality characteristics (including through provision of reasonable adjustments) 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – the policy strengthens our process for ensuring that we meet the needs of all groups of people (including people with protected characteristics, Welsh speakers, and people who suffer inequalities of outcome sure to economic disadvantage).
<ul style="list-style-type: none"> • participation of people with equality characteristics 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – the policy is designed to ensure that people with equality characteristics are involved in our EIA process where relevant.

Equality Impact Assessment Form

Question	No	Yes	Comments
<ul style="list-style-type: none"> community relations between different equality groups 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – the policy makes it clear that improving community relations between different equality groups is a relevant impact and takes steps to clarify how that impact can be identified.
Is there evidence to suggest that this policy may influence disadvantage due to people's socio-economic status?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – our EIA policy and procedure includes consideration of impact of our work on inequalities of outcome due to economic disadvantage
Is there evidence to suggest that this policy may affect opportunities for people to use Welsh or affect how PSOW treats the Welsh language?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Yes, positively – our EIA policy and procedure includes consideration also of impact of our work on people's opportunities to use Welsh and on treating the Welsh language no less favourably than the English language.

If you answer 'yes' to any of these questions, proceed to [section 3](#). If a policy is not deemed relevant for conducting a full EIA, proceed to [section 5](#).

Section 3: Full Equality Impact Assessment

Key points to remember:

- you must consider at this stage any need for collection of further evidence - including through engagement with groups potentially affected by the policy;
- you must record all evidence informing this stage in [section 4](#) of this form.

Equality Impact Assessment Form

Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact			
	H	M	L	H	M	L				H	M	L	H	M	L	
General aspects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Our EIA policy and procedure does not relate to any single specific equality characteristics – its impact is cross-cutting.</p> <p>The main ways in which this revised EIA policy and procedure is improved are as follows. The revised document:</p> <ul style="list-style-type: none"> widens the focus of our EIAs – from policies only to projects and decisions, as well as key functions. This is intended to ensure that we embed equality considerations more consistently in all aspects of our work and that we have a clearer audit trail of those considerations. provides for us undertaking high-level EIAs of key functions. The purpose of these EIAs would be to identify the general areas of our work with positive or negative impacts on equality, assembling a large body of relevant evidence. Once that work is done, we can make sure that all our policies, projects or decisions related to those areas consider the possible positive or negative impacts identified and apply the appropriate measures to enhance or mitigate those impacts. This is intended to ensure more consistency in how we consider impacts of our policies, projects and decisions related to our different functions. It is also intended to assist staff undertaking the EIAs in identifying and analysing the required evidence. removes references to impact as low, medium and high, as unclear and subjective. It also modifies our 	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	H	M	L	H	M	L				H	M	L	H	M	L
								commitment to publication of EIAs – from publication only of EIAs that identified ‘substantial’ impact, to publication of all EIAs • is shorter, the language used is simpler and the document includes a glossary of some key terms. This is intended to make the procedure more accessible. The EIA form is also simplified. The number of screening questions is reduced, with the high level EIAs of our functions intended to aid staff in screening for policies, projects and decisions likely to have impact.							
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage & civil partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equality Impact Assessment Form

Characteristic	Negative impact			Positive impact			n/a	Justification based on the evidence considered	Proposed actions to mitigate negative impact /maximise positive impact	Negative impact			Positive impact		
	H	M	L	H	M	L				H	M	L	H	M	L
Sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Socio-economic status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The revised EIA policy and procedure continues to include consideration of impact of our work on inequalities of outcome due to economic disadvantage. This provision goes beyond PSOW statutory duties. All impacts that are considered for equality characteristics are also considered for socio-economic characteristics that could lead to disadvantage (e.g. rurality, low income etc.).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Welsh language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The revised EIA policy and procedure continues to include consideration of impact of our work on people's opportunities to use Welsh and on treating the Welsh language no less favourably than the English language. All impacts that are considered for equality characteristics are also considered for the Welsh language speakers.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4: Register of evidence and engagement

Existing evidence considered	
Equality screening	Consideration of our EIAs to date
Equality Impact Assessment	<p>EHRC guidance Assessing Impact and the Equality Duty: A Guide for Listed Public Authorities in Wales and related resources on reasonable adjustments, direct and indirect discrimination and other key terminology</p> <p>TaiPawb EIA training (accessed November 2020)</p> <p>Equality Impact Assessment in Wales Practice Hub resources</p> <p>Citizen's Advice guidance What's the public sector equality duty? and related resources on reasonable adjustments and direct and indirect discrimination</p>
Additional evidence collected	
Equality screening: n/a	
Equality Impact Assessment	
Method of evidence collection	<p>Consultation with the Equality Group</p> <p>Feedback from the MT</p> <p>External consultation</p>
Record of the evidence collected	<p>Equality Plan Group: the feedback on this policy was generally positive, with comments related mainly to the presentation and clarity of the language used. Some slight wording changes were suggested.</p> <p>Feedback from the MT: the feedback was generally positive. Some slight wording changes were suggested.</p> <p>External consultation: no comments were received.</p>
Date completed	<p>Equality Plan Group: 22 February 2022</p> <p>Feedback from the MT: 15 March 2022</p> <p>External consultation: 12- 28 April 2022</p>

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Section 5: Outcomes report

EIA stage completed	Screening	<input checked="" type="checkbox"/>
	Impact assessment	<input checked="" type="checkbox"/>
Outcome of the EIA procedure	Proceed with policy – no changes	<input checked="" type="checkbox"/>
	Make changes to policy	<input type="checkbox"/>
	Do not proceed with policy	<input type="checkbox"/>
Action plan (full EIA only)		
Where actions are required to mitigate the level of negative impact or maximise positive impact, please specify:		
Key issue	Action to be taken	Responsible officer
n/a		
Monitoring (full EIA only)		
Please outline monitoring arrangements	n/a	
Please specify responsible officer	n/a	
Publication needs (full EIA only)		
Was the impact deemed as substantial (high)?	YES (cross-cutting, Welsh language, socio-economic status)	
Authorised by the MT	<input checked="" type="checkbox"/>	
Date	17/06/2022	