**Equality Impact Assessments: Process Flow Chart**

The following process can be used by staff at City to carry out an Equality Impact Assessment (EIA).

**Submit to the Equality & Diversity Manager.**

**Agree to one of the following:**

* Justifiable impact – no action.
* Mitigate for impacts.
* Remove impacts.
* Disband policy/process.

**Consider further consultation.**

**Yes. Steps to mitigate against, or justify impacts must be identified.**

**No. The EIA can be completed.**

**Assessment: Is there adverse impact?**

**Consult with relevant stakeholders in order to contextualise existing data analysis.**

**Access and review relevant data.**

**Before conducting the EIA consider:**

* What is the purpose of the policy?
* Who created the policy?
* Who is responsible for implementing the policy?
* Who are the main stakeholders?
* What factors/ forces could contribute to, or detract from, the outcomes?
* Is there evidence that different groups have different needs in relation to this policy?
* Can this objective meet or hinder the equality and diversity policies, values or objectives at City?

*Responsibility of the person conducting the EIA.*

**Publication on City’s website.**

**Review and approval from the Equality Committee.**