

Equality Impact Assessment Guidance and Template

This document provides guidance when completing an Equality Impact Assessment (EIA). The EIA template can be found at the end of this document.

The Research Councils are committed to promoting equality and participation in all their activities, whether this is related to the work we do with our external stakeholders or whether this is related to our responsibilities as an employer. As public authorities we are also required to have due regard to the need to eliminate discrimination, advance equality of opportunity, and foster good relations when making decisions and developing policies. To do this, it is necessary to understand the potential impacts of the range of internal and external activities on different groups of people.

What is an Equality Impact assessment (EIA) and why do we need to complete one?

An equality impact assessment (EIA) is an evidence-based approach designed to help organisations ensure that their policies, practices, events and decision-making processes are fair and do not present barriers to participation or disadvantage any protected groups from participation. This covers both strategic and operational activities.

The term 'policy', as used throughout this document, covers the range of functions, activities and decisions for which your organisation is responsible, including for example, strategic decision-making, arranging strategy & funding panels, conferences, training courses and employment policies.

The EIA will help to ensure that:

- we understand the potential effects of the policy by assessing the impacts on different groups both external and internal
- any adverse impacts are identified and actions identified to remove or mitigate them
- decisions are transparent and based on evidence with clear reasoning.

When might I need to complete an EIA?

Whether an EIA is needed or not will depend on the likely impact that the policy may have and relevance of the activity to equality. The EIA should be done when the need for a new policy or practice is identified, or when an existing one is reviewed. Depending on the type of policy or activity advice can be sought from either your HR team, your Equality, Diversity and Inclusion team, your Peer Review Policy team or their equivalents.

Ideally, an EIA should form part of any new policy, event or funding activity and be factored in as early as one would for other considerations such as risk, budget or health and safety.

Who is responsible for completing and signing off the EIA?

Depending on the nature of the policy, event or funding activity, the responsibility of who should complete the assessment, who should be consulted, and who should sign off the EIA will vary. Ultimate responsibility on whether an EIA is required and the evaluation decision(s) made after completing the EIA lies with the Senior Responsible Officer, budget

holder, project board or the most relevant senior manager. Further advice is available from your Equality, Diversity & Inclusion contact.

What is discrimination?

Discrimination is where someone is treated less favourably or put at a disadvantage because of their protected characteristic. The different groups covered by the Equality Act are referred to as protected characteristics: disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sexual orientation, sex (gender), and age.

Discrimination is usually unintended and can often remain undetected until there is a complaint. Improving or promoting equality is when you identify ways to remove barriers and improve participation for people or groups with a protected characteristic.

Building the evidence, making a judgement

In cases of new policies or management decisions there may be little evidence of the potential effect on protected characteristic groups. In such cases you should make a judgement that is as reliable as possible. Consultation will strengthen these value judgements by building a consensus that can avoid obvious prejudices or assumptions.

Consultation

Consultation can add evidence to the assessment. Consultation is very important and key to demonstrating that organisations are meeting the equality duties, but it also needs to be proportionate and relevant. Considering the degree and range of consultation will safeguard against 'groupthink' by involving a diverse range of consultees. These are the key considerations, to avoid over-consultation on a small policy or practice and under-consultation on a significant policy or an activity that has the potential to create barriers to participation.

Provisional Assessment

At the initial stages, you may not have all the evidence you need so you can conduct a provisional assessment. Where a provisional assessment has been carried out, there must be plans to gather the required data so that a full assessment can be completed after a reasonable time. The scale of these plans should be proportionate to the activity at hand. When there is enough evidence a full impact assessment should be prepared. Only one EIA should be created for each policy, as more evidence becomes available the provisional assessment should be built upon.

Valuing Differences

EIAs are about making comparisons between groups of employees, service users or stakeholders to identify differences in their needs and/or requirements. If the difference is disproportionate, then the policy may have a detrimental impact on some and not others.

'You are looking for bias that can occur when there are significant differences (disproportionate difference) between groups of people in the way a policy or practice has impacted on them, asking the question "Why?" and investigating further'. ¹

Evaluation Decision

There are four options open to you:

1. No barriers or impact identified, therefore activity will **proceed**.
2. You can decide to **stop** the policy or practice at some point because the evidence shows bias towards one or more groups
3. You can **adapt or change** the policy in a way which you think will eliminate the bias, or
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in **extreme cases** or where **positive action** is taken). Therefore you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.

In most cases, where disproportionate disadvantage is found by carrying out EIAs, policies **and practices are usually changed or adapted. In these cases, or when a change has been justified** you should consider making a record on the project risk register.

Equality Impact Assessment

Question	Response
1. Name of policy	Volunteers Policy
2. Summary of aims and objectives of the policy	To fully define the range and scope of the Policy To set out the policy application from the aspect of the Trust To set out the perspectives of application for the Order To inform and determine the management structure for the application of the policy both for the Charitable and Trust and the Order The policy sets out the criteria and methodology for the application of the policy Order The policy encapsulates the policy in relation to minors. The policy lays out the Tariff of Charges as are current at the time of issue. These may be subject to change from time to time. The policy seeks to be inclusive of all persons and allows those of all faiths to engage with charitable work. The policy sets out the legal compliances required not only for fundraising but also for the health and safety carrying out voluntary work on behalf of the Order and the Charitable Trust References to complementary policies to support the work of the Grand Priory and the Charitable Trust.

3. What involvement and consultation has been done in relation to this policy? <i>(e.g. with relevant groups and stakeholders)</i>	Best practice sought from similar organizations and the Charity Commission and the Health and Safety Executive.. The members of the Grand Magistry , Trustees and other senior members of the Order have been consulted and encouraged to comment on the Policy.
4. Who is affected by the policy	All members and persons associated with the Order's work.
5. What are the arrangements for monitoring and reviewing the actual impact of the policy	All the Order's Policies are reviewed by the Grand Council under guidance and direction of the Deputy Grand Prior and Grand Secretary General on a THREE yearly basis, or if circumstances require an immediate change. Policy Breaches are Recorded , Investigated and Managed out. Actions will be taken as may be prescribed by the Grand Magistry and the Trustees and its advisors and in compliance with the various policies applicable.

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Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability	No known negative impacts	Specific impacts and their mitigations can be found with the individual organizational policies of the Order. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Young Persons will be treated fairly, with dignity and equally and they and their Parents and Guardians will also be kept fully informed of any changes to the Policy that may occur from time to time.

Gender reassignment*	No known negative impact	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time.
Marriage or civil partnership	No known negative impact	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Pregnancy and maternity	No known negative impact	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Race	No known negative impact	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Religion or belief	No known negative impact	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy

		Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Sexual orientation	No known negative impact*	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Sex (gender)	No known negative impact*	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Age	No negative impacts known	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
Other (caring responsibilities)	No negative impacts known	As Equality is the guiding light of this Policy, no section of society within the Order will be prejudiced or marginalized. Also other Remedies and assistance can be sought from the offices of the Deputy Grand Prior and the Grand Secretary-General.	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time

*In addition to the above, steps will be taken throughout the funding process to minimise discriminatory practices. This includes diversity in review:

- The Order will endeavour to make sure that peer review assessment and interview panels are

diverse (across a number of protected characteristics).

- Care has been taken to ensure that the language used within the call document is inclusive.

Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy or activity or change in policy or activity could discriminate or unfairly disadvantage people?	No as long as legal compliances are adopted as the guiding principles	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .	Yes	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups	Yes	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
3. You can adapt or change the policy in a way which you think will eliminate the bias	Yes	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.	Yes	No bias is shown to anyone. All Persons will be treated fairly, with dignity and equally according to the Policy All Persons be kept fully informed of any changes to the Policy that may occur from time to time

Will this EIA be published* Yes/Not required (*EIA's should be published alongside the policy:	Yes
Date completed:	12/07/2024

Review date (if applicable):	10/07/2027
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Change log

Name	Date	Version	Change
Volunteers Policy	12/07/2024	1	