

INITIAL EQUALITY IMPACT ASSESSMENT TOOLKIT

Front Summary Sheet	
Department:	Team:
Project Manager:	Working title of proposal:
Project Sponsor:	Is the work New Other please specify:
Type of Proposal: Research Other please specify:	Equality Officer to complete: Review: 3-6 months

INITIAL IMPACT ASSESSMENT

STEP 1.				
A. Overview of policy/project/function.				
Please give a summary of the project/function/research and what it will deliver. Please consider the impact on the key priority characteristics: age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, pregnancy and maternity sex and sexual orientation.				
Overview (be as concise as you can):				
B. Who is going to be affected?				
Legal aid solicitors	The general public	Staff at the Board	Applicants	Other organisations
Yes	Yes	Yes	Yes	Yes
Please list the main external stakeholders: (include those above if applicable)				
C. What will be affected? (Think about the impact on the core areas of the Board: A&A, civil and criminal legal aid, ABWOR, assessments and key corporate functions):				
D. If this is a new Project/Function/Research: What are the likely time scales for planning and implementation?				

Step 2 Key questions to consider when thinking about equalities.		
For each question remember to consider the full range of priority characteristics: age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, pregnancy and maternity, sex and sexual orientation.		
Question:		Evidence: (Please describe briefly what current evidence you used to make your choice. For example this could be previous history, a Board survey, or anecdotal evidence).
1. Does your project/function/research involve/affect people?	Yes	
2. Is there any evidence that people have different needs, experiences, concerns or priorities in relation to your project/function/research issue? <i>(For example have any previous consultations with organisations/individuals indicated that previous policy/functions created problems for them?)</i>	Yes	
3. Is there potential for the project/function/research to discriminate in any way? <i>(For example, think about the area your project/function/research applies or could apply to and who uses or could potentially use it. Is there any evidence or concerns about higher or lower uptake across any of the characteristics?)</i>	Yes	
4. In developing your project/function/research could you encourage greater participation with any of the priority characteristics?	Yes	
5. Is there a likelihood that there will be a concern about any of the priority characteristics within the profession, public or stakeholder groups?	Yes	
Name:	Date:	

**Please return your form to:
 Diane Willis Equalities Officer G12**