

Equality Impact Assessment Procedure

1. Introduction

- 1.1 Hanover (Scotland) Housing Association Ltd is committed to promoting equality and inclusion in its role as a provider of housing and related services, care services, community alarm services and as an employer.
- 1.2 This document has been created as guidance on how Equality Impact Assessment is used to identify and recognise the potential impacts on different groups of people covered by the Equality Act when carrying out various internal activities including creating new policies/processes, introducing new projects, events, and decision-making.

2. What is Equality Impact Assessment (EIA)

- 2.1 EIA is an evidence-based approach to reflect the broader reach of the Equality Act including equality, diversity, and inclusion. EIA is aimed to ensure that all of Hanover's current and proposed strategies, policies, procedures, systems, and service functions, consider the needs of diverse groups.
- 2.2 As an analysis tool, EIA assists to ensure that Hanover's policies, practices, and decisions fairly meet the needs of our employees, customers, board members, or stakeholders without discriminating against persons with protected characteristics.

EIA aims to:

- Eliminate discrimination.
- Promote inclusion as per our values.
- Equality of opportunity and access; and
- Encourage good relations between diverse groups.

3. Protected equality characteristics.

- 3.1 EIA involves analysing the likely (or actual) effects and risk of discrimination from any organisational activity on groups with protected equality characteristics.
- 3.2 The protected characteristics covered by the Equality Act are referred to as:
 - age
 - disability
 - gender reassignment
 - marriage or civil partnership
 - pregnancy and maternity
 - race (including colour, nationality, and ethnic or national origin)
 - religion or belief
 - sex
 - sexual orientation

- 3.3 Discrimination is when someone is treated less favourably or put at a disadvantage because of a protected characteristic.
- 3.4 In cases of strategic decision-making for policies and procedures, EIA is about making a reliable judgment to identify differences in the needs and/or requirements of the protected groups i.e., employees, customers, board members, or stakeholders.

4. Responsibility for the EIA

- 4.1 Immediate responsibility sits with the manager within the service leading the analysis and is linked to the decision-making process.

5. When to complete an Equality Impact Assessment (EIA)

- 5.1 The EIA should be an integral part of the early stages of policy & procedure work, projects, organisational change, the introduction of new systems events, procurement exercises, and before strategic decisions are made.
- 5.2 With the use of the EIA analysis checklist, EIA analysis involves identifying opportunities to promote Equalities that may have previously been missed, as well as identifying any negative impacts on the protected groups that can be removed or mitigated where possible.
- 5.3 Examples of when EIA analysis should consider equality, diversity, cohesion, and integration include:
- introduction of new policies & procedures or changes to existing policies & procedures
 - introduction of a new service or system
 - removal, reduction, or alteration of a service
 - review of services or practices that have not previously been considered for equality and diversity
 - changes to employee structure where groups of employees are likely to be negatively affected
- 5.4 The EIA analysis should be completed by using EIA Form, available to download on the Hub. It can be completed electronically and saved whilst undertaking the different stages of the EIA within the relevant project information files.

6. Consultation

- 6.1 The Equality Impact Assessment involves consultation with employees, customers, board members, or any other stakeholders.
- 6.2 Consultation is important to add evidence to the assessment and to demonstrate that we are meeting our equality duties responsibly towards diverse groups. It needs to be proportionate and relevant.

6.3 Consideration should be given to the degree of consultation required and should involve a diverse range of people i.e., employees, service users or stakeholders.

7. Provisional Assessment

7.1 At the initial stages of some activities, there may not be sufficient evidence available to do a full EIA and a provisional assessment can be considered.

7.2 Following a provisional assessment, there must be plans to gather further information and data for a full assessment after a reasonable time.

7.3 The extent of these plans should be balanced with the activity at hand. Following the collation of the full evidence, the provisional EIA should be built upon for completion.

8. Equality Impact Assessment (EIA) Outcomes

8.1 There are four potential outcomes of EIA:

- No barriers or impacts identified; therefore, policy or activity can proceed.
- EIA analysis shows bias towards one or more protected groups and a decision made to stop the policy or activity introduction.
- EIA analysis shows bias towards one or more protected groups and adaption or change to the policy/activity is identified to remove bias as much as possible.
- Barriers and impact identified; however, no other proportionate ways can be identified to achieve the aim of the policy or activity. The decision to progress with the policy/activity with caution and recorded justification.

9. Action Planning

9.1 Following the EIA analysis, any identified gaps, and opportunities to promote equality, should be used to build and monitor within an EIA Action Plan throughout the activity.

9.2 The EIA Action Plan template can be found on the Hub.

10. Appendices

10.1 Appendix A – Equality Impact Assessment Form

10.2 Appendix B – Equality Impact Assessment Action Plan

Department	Business Support and Transformation
Author	People Partner
First Approved	2 February 2023
Approved By	Director of Director of Business Support & Transformation
Next Review Due	2 February 2026



Appendix A- EQUALITY IMPACT ASSESSMENT FORM

Name of activity/change/ project being assessed	
Directorate/Department	
Name(s) of person(s) completing this assessment	
Date of commencement of the assessment	

1. What is/are the aims/purpose of the activity or policy you are assessing?

2. Who is/will be affected by the activity/change, and how? Consider Hanover employees, customers, board members, or other stakeholders.

3. Please list any documentation which has been used to inform this Equality Impact Assessment:

EQUALITY IMPACT ASSESSMENT

4. List any consultation, involvement, or research with a protected characteristic group that informed this assessment.

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5. List the protected characteristic group consulted for this assessment

Group	Yes/No	Please give details of all parties consulted in this assessment
Employees		
Customers		
Board Members		
Any other Stakeholders		

6. Explain the positive/negative impact of the document being assessed for all protected characteristics or state if there is no impact.

Protected characteristic	Positive impact	Negative impact	No impact
Disabled people			<input type="checkbox"/>
Sexual orientation			<input type="checkbox"/>
Women (Gender)			<input type="checkbox"/>
Men (Gender)			<input type="checkbox"/>
Transgendered people			<input type="checkbox"/>
Race/ethnicity			<input type="checkbox"/>
Age (including people aged 60+)			<input type="checkbox"/>

EQUALITY IMPACT ASSESSMENT

Protected characteristic	Positive impact	Negative impact	No impact
Children and young people			<input type="checkbox"/>
Religion or belief			<input type="checkbox"/>
Pregnancy and maternity			<input type="checkbox"/>
Marriage and civil partnership			<input type="checkbox"/>
Social/economic status			<input type="checkbox"/>
Gender reassignment			<input type="checkbox"/>

7. What further research or consultation is needed to check the impact/potential impact of the activity/change on different groups? If needed, how will the additional information be gathered, and from whom?

8. Provisional Assessment- If there is not sufficient evidence available to do a full EIA and a provisional is to be carried out, state its justification below

EQUALITY IMPACT ASSESSMENT

9. Following your EIA analysis and taking into account all the information, please confirm one of the following outcomes

Outcome	Yes/No
No barriers or impacts identified; therefore, policy or activity can proceed.	
EIA analysis shows bias towards one or more protected groups and a decision made to stop the policy or activity introduction.	
EIA analysis shows bias towards one or more protected groups and adaption or change to the policy/activity are identified to remove bias as much as possible.	
Barriers and impact identified; however, no other proportionate ways can be identified to achieve the aim of the policy or activity. The decision to progress with the policy/activity with caution and recorded justification.	

10. What amendments are being considered/made to the activity/change as a result of the EIA analysis? If a negative effect has been identified, how could it be/has it been lessened?

11. Please state how will the impact of the activity be monitored in future.

12. Signing off section

Please complete the following boxes for signing off on the Equality Impact assessment:	
Manager Responsible	
Name	
Designation	
Department	
Telephone	
Email	

Appendix B

Hanover Equality Impact Assessment Action Plan

Name of activity/change/
project being assessed
under EIA



Objective No	Name of function being assessed	EIA (Y/N)	Outcome to be achieved	Delivery Lead	Start Date	Original End Date	Comments	Progress
1. Name of function being assessed								
1.01								
1.02								
1.03								
1.04								
1.05								
2. Name of function being assessed								
2.01								
2.02								
2.03								
2.04								
2.05								