

Policy/Procedure/Strategy: EDU Project Processes
 Review Due:
 Date of Assessment: October 19th 2016

Author/Owner: EDU
 Department/Section: EDU

Signature:
 Date:

Step 1

Aim of proposed activity/decision/new or revised policy or procedure:

To engage people in the EDU project management processes which aim to ensure timely and high quality outputs.

Existing

Who will be affected?	Who will be consulted?	Evidence available:
EDU project team Project Owner Project contributors External stakeholders Internal stakeholders	Subject Network Leaders UHI Disability Support Coordinator	Project Initiation Document (PID) and PID guidance

Step 2

Potential Positive/Negative/Neutral Impact Identified. P, N, NI	Age	Disability	Gender Reassignment	Marriage/Civil Partnership	Pregnancy and Maternity	Race	Religion or Belief	Sex	Sexual Orientation
Eliminating Discrimination	NI	P	NI	NI	NI	NI	NI	NI	NI
Advancing Equality of Opportunity	NI	P	NI	NI	NI	NI	NI	NI	NI
Promoting Good Relations.	NI	P	NI	NI	NI	NI	NI	NI	NI

Step 3

Action to be taken

Update PID guidance to include:

1. Consideration of appropriate language e.g. jargon, discriminatory.
2. Communication plan to consider potential requirements of those protected characteristics

Add a statement to the PID, Quality Standards sections to confirm that the planning of the project has been assessed in terms of the Equality Impact legislation and in line with UHI policy on equality and diversity.

Summary of EIA Outcome – please tick

- No further action to be carried out
- Amendments or changes to be made
- Proceed with awareness of adverse impact
- Abandon process – Stop and Rethink

Please forward completed EIA forms to the Quality Unit

