

Equality Impact Assessment – Published materials

Initial screening tool

Person responsible for initial screening	Adrienne Hunt
Date of initial screening	22/07/09
Name of policy/practice	Practice – published materials (including Council and public meeting reports, Annual Reviews, information leaflets)
Is the policy/practice new, changing or existing	Existing

<p>What are the main aims, purpose and outcomes of the policy/practice?</p> <ul style="list-style-type: none"> • To provide information to interested parties regarding the Council • To provide a public record of the content of the Council's meetings • To promote trust through a transparent method of working • Interested parties are able to download or request the materials, read about the Council's deliberations and, if they wish, contact the Council with regards to its discussions.
<p>Which groups may benefit positively from the policy/practice? (list what evidence, if any, supports this)</p> <p>No particular target group is likely to benefit positively specifically on the basis of the nature of the group. However, other groups can be identified that may or may not include individuals from the target groups:</p> <ol style="list-style-type: none"> 1. Participants and members of the public may benefit positively in that they can keep up-to-date regarding the project and the Council's work. There may also be a benefit if the publishing of the materials provides reassurance that the EGC is fulfilling its remit to advise on the public interest. 2. Individuals from other biobanks and interested parties (e.g. academics, funding organisations). The EGC receives a number of enquiries and visitors who express an interest in its work as a model of best practice from which to learn. The visitors often refer to the EGC's meeting minutes etc during the discussion. <p>From 21/07/09 – 22/07/09 there were 8,144 downloads from the EGC website (from a variety of academic and non-academic domain names). This demonstrates that the materials are of interest to some people although there is no direct measure for whether or not the readers benefit positively from the fact that the materials are available.</p>
<p>Which groups may be impacted negatively or adversely by the policy/practice? What is the nature of this impact? (list what evidence, if any, supports this)</p> <p>A lack of positive impact, or possibly a low negative impact, may be found in the following circumstances (no evidence exists for the below being an actual adverse impact):</p> <ol style="list-style-type: none"> 1. The materials are available in English only and so may not be directly accessible to those who do not speak English. (We have not received any requests for materials in alternative languages.) 2. The materials are available in written form only and so are not directly accessible to those unable to read (due to a physical disability or being illiterate). 3. The majority of documents are available for download from the EGC website. The site uses a standard font size which some people may find difficult to read. The same may be true of the materials themselves which are generally in font size 12. The website text size can not be altered within the software used at the Wellcome Trust, however, the font size used in the documents could be increase and a larger font size version of the documents could be made available. 4. The meeting reports are available on the EGC website only. This may present a barrier to those without internet access. However, the Annual Review and information leaflet are available in hard copy in all assessment centres and the former includes the Secretary's

postal details and invites people get in touch if they require hard copies of the reports. Further, internet access is available at most libraries.

Summary of assessed relevance of the policy include reasoning (state if it is high, medium or low for each of the equality areas)

Impact	low	medium	high	Reasoning
Race Equality	✓			Points 1) and 2) may apply for some people within this equality target group
Disability Equality	✓			Point 2) and 3) above may apply for some people within this equality target group
Sex/Gender Equality	✓			No adverse impact identified
Age Equality	✓			Points 3) and 4) may apply for some people within this equality target group
Religion/Faith Equality	✓			No adverse impact identified
Sexual Orientation Equality	✓			No adverse impact identified
Socio-economic Equality	✓			Point 4) may apply for some people within this equality target group

If a medium or high negative or adverse impact is identified in the screening assessment a full equality impact assessment should be conducted.

A full equality impact assessment is ~~is~~ is not required. (delete as appropriate)

Signature: Adrienne Hunt

Date: 22/07/09

Screening and decision counter-signed by: Graeme Laurie

Date: 07/12/09

Equality impact assessment tool

The assessment should be proportionate to the significance and coverage of the policy/practice.

Step 1. Background details

Person responsible for assessment	
Date of assessment	
Name of policy/practice	
Is it new, changing, existing	
What are the main aims, purpose and outcomes of the policy/practice?	

Step 2. Consider the evidence

What data (quantitative and qualitative) and other evidence is available? How reliable is it?
What does the data or evidence tell you about the different needs, impacts and outcomes for the target groups?
Identify any gaps in understanding of the potential or known impacts and describe what additional data or evidence is necessary in order to carry out a thorough assessment (e.g. through the commissioning of new research)?
Have any stakeholders been consulted (including individuals from target groups)? What were their views?
Are there any experts/stakeholders who can/should be approached to explore their view on the issue?
Are there any examples of existing good practice in this area?

Step 3. Assess impacts on basis of the evidence

How does/will the policy/practice affect different groups? Identify any potential for, or known, negative or adverse impact and identify the reasons for this impact.
What positive impact will the policy likely have?

Step 4. Improving policy/practice

What practical, proportionate changes to the policy/practice can and will be made to reduce or remove any negative or adverse impact and/or advance/promote equality?
Will these changes effect other areas of equality (i.e. a positive impact for one group resulting in a negative impact on a different group)?

Step 5. Summary of findings, actions and monitoring

Summarise the conclusions
Summarise the required action points
Provide details on how the impact and effectiveness of the revised/new policy/practice will be monitored (including timescales)

Step 6. Sign off

The EIA should be signed-off by the assessor and checked and signed by the delegated Council member.

Signature:

Date:

Assessment checked and counter-signed by:

Date: