UNIVERSITY OF Southampton

Equality Assessment Development Process

Part – 1 Equality Screening

Describe Activity
Name of activity
New or revised?
Name of owner
Name of screeners?

Purpose and Scope
What are the aims?
What does it cover?
Who will be affected?

Gather the evidence
Before testing for relevance gather the initial evidence you need to assess if the activity will have any impact (positive or negative)

Testing for relevance
Does the activity have the potential to cause adverse impact?
Does the activity have the potential to positively contribute to equality?

All outcomes

High or Med Negative impact

Upload copy of completed Part 1 to EA Sharepoint

High or Med Positive Impact

Part 2 – Equality Assessment

Assess the detailed evidence

Detrimental Impact
Could the activity have detrimental impact on people with protected characteristics?
What is the impact on the activity?

Promoting Equality
Is there potential to promote equality?
Describe the potential and actions that will be taken to promote
What is the impact on the activity?

Set out Action Plan
including responsibilities, dates, deliverables, metrics

Upload copy of completed Part 2 to EA Sharepoint

Review
Once the activity has been implemented, keep a record any significant negative or positive impacts on protected characteristics.

Set up a future formal review date.

With thanks to Sam Quin