Rapid Impact Checklist

Document title: Research Data Management Policy

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Reason for the Equality Impact Assessment:

Proposed new document	
Proposed change to existing document	x
Review of existing document	
Other (please state):	

Could any protected characteristics be affected by this proposal?[1]

Yes	No
	x

If yes, which protected characteristic groups could be affected?

Age		Disability	
Gender reassignment		Pregnancy and maternity	
Race/ethnicity		Religion or belief (including lack of belief)	
Sex		Sexual orientation	

Will the proposal have any impact on:

	Yes	No
Discrimination?		x
Equality of opportunity?		x
Relations between groups?		x

Will the proposal have an impact on the physical environment? For example, will there be impacts on:

Living conditions?	
Working conditions?	
Pollution or climate change?	
Accidental injuries or public safety?	

If the answer to any of the above is 'yes', please proceed to complete the Comprehensive Equality Impact Assessment.

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[1] 'Proposal' is used as shorthand for any policy, procedure, strategy or proposal that might be assessed.

Comprehensive Equality Impact Assessment (CEIA)

Details of document

Document title	
Document owner	
School/Service	

Aim of the document

What are the aims and objectives of the document?

How important is the document in terms of equality in the University? Does it relate to an area with known inequalities or where equality objectives have been set by the University?

Who is affected by the document and how have they been involved in the development of it?

Are any persons affected by the document likely to benefit from it and in what way?

Is there any evidence or concern that any of the protected characteristic groups have different experiences, issues or needs in relation to this document? (Please provide details in the box below)			
Age		Race	
Disability		Religion or Belief	
Gender Reassignment		Sex	
Pregnancy & Maternity		Sexual Orientation	
Marriage & Civil Partnership			
Further details:			

How does the document fit into the broader strategic aims of the University?

Consideration of available data

(Consider what data is available. Data can include surveys, focus groups, analysis of complaints made, feedback received, consultations, etc.)

What do we know from existing data already held by the University?

What do we know from existing data which is available externally?

Are there any apparent gaps in knowledge?

Impact of document

Could this document lead to any positive, negative, intended or unintended impact on the University or any of its stakeholders?

Could there be a differential[2] impact on any protected characteristics? Could any differential impact be adverse?

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[2] Differential impact = where the positive or negative impact on one particular protected characteristic is likely to be greater than on another.

Please consider the following:

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                    ┌─────────────────────────┐
                    │  Is this policy directly │
                    │     discriminatory?      │
                    └────────────┬────────────┘
              ┌──────────────────┴──────────────────┐
    ┌─────────────────────┐            ┌─────────────────────┐
    │         YES         │            │         YES         │
    │  Is the policy      │            │  Is the policy      │
    │  intended to        │            │  indirectly         │
    │  increase equality? │            │  discriminatory?    │
    └──────────┬──────────┘            └──────────┬──────────┘
               │                    ┌─────────────┴─────────────┐
    ┌─────────────────────┐  ┌──────────────────┐  ┌──────────────────┐
    │         NO          │  │       YES        │  │       NO         │
    │                     │  │  Is this         │  │  Is there an     │
    │  This is unlawful   │  │  objectively     │  │  adverse impact  │
    │  discrimination     │  │  justifiable or  │  │  as a result of  │
    │                     │  │  proportionate?  │  │  this policy?    │
    └─────────────────────┘  └────────┬─────────┘  └────────┬─────────┘
                             ┌──────────────────┐  ┌──────────────────┐
                             │       NO         │  │       YES        │
                             │                  │  │                  │
                             │  This is         │  │  Please provide  │
                             │  unlawful        │  │  details         │
                             │  discrimination  │  │                  │
                             └──────────────────┘  └──────────────────┘
```
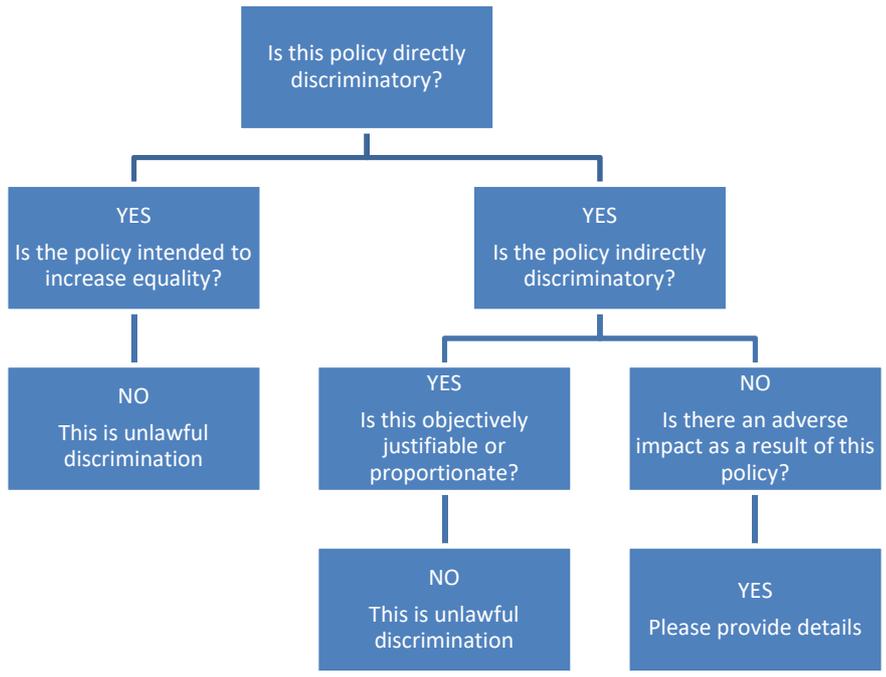
CONSIDER: Is this document unlawfully discriminatory? If you find that it is, you must decide how the University will act lawfully.

Consultation

What did this equality analysis conclude?

Is any action required to be taken in response to the findings from the consultation?

What is the recommendation for this document following consultation?			
Reject the document		Approve and publish the document	
Amendment required		Other (please provide details below)	

Declaration

I confirm that this equality analysis represents a fair and reasonable view of the implications of the document for all protected characteristic groups, and that appropriate actions have been identified to address the findings.

	CEIA owner
	Line manager (if appropriate)

Committee approval

Which Committee has this document gone before for approval?
Date of Committee meeting:

Following Committee consultation, what is the decision for this document?			
Reject the document		Approve and publish the document	
Amend the document		Other (please give details below)	

If the Committee requires that the document be amended, please list amendments below.