



# Equality Impact Assessment

a 1-day programme



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## Overview

- Are our policies and procedures meeting our customers and colleagues needs?
- Are we fully meeting our legal obligations?
- Are there any unintended impacts or "institutional" barriers, acts or omissions that affect individuals and communities?
- Do we know?

Equality impact assessments are a way we can determine whether our services or products are disproportionately or unjustifiably discriminating against a particular group of people due to race, disability or gender, together with religion or belief, sexual orientation or age. In the case of new or changing policies, whether there is a potential adverse impact.



Equality Impact Assessments are also a great tool to enable us to promote equality and participation.

This 1-day workshop (ALSO AVAILABLE OVER 2 DAYS – SEE FOOTNOTE) will provide knowledge, understanding, core skills and a practical framework to carry out equality impact assessments as a tool for effective implementation. During the workshop participants will get the chance to begin practicing and completing an impact assessment.

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## Who Should Attend?

This workshop is for anyone who wants to lead, manage or be involved in impact assessments.

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### By the end of the programme participants will:

- Understand what Equality Impact Assessments (EQIA) (EIA) mean and how they will work for and benefit your organisation
- Explore ways that results from EIA can inform decision making and practically improve services and workforce representation
- Identify any issues or concerns that might hinder you in conducting EIA and use our facilitator to resolve them
- Determine how we can use EIA to prioritise work to improve service delivery and employment practices
- Be aware of relevant law that underpins impact assessment
- Roll your sleeves up and have a go with practice exercises so you go away knowing how to complete an Equality Impact Assessment

## Programme Content

- **Background to EIA's**
  - Institutionalised 'ism's' - how to identify them and deal with them
- **The benefits of undertaking an Equality Impact Assessment**
  - What is it?
  - Why do it?
  - What are the real benefits for our customers and us?
- **Legal Overview**
  - Main pieces of legislation that apply to impact assessments – the bits you really need to know
  - Discrimination - overview
- **The process – step-by-step – exactly what you need to do**
  - Screening for likely impact
  - One step further – partial assessment
  - A full impact assessment
  - Methods of data collection
  - Consultations
  - Monitoring and publication of results
- **Process for establishing needs**
  - How to determine adverse impact
  - Identifying functional areas and policies; ensuring you impact assess at the right level to maximise results
- **Putting it into practice**
  - A chance to look at real case studies of EIA's conducted by other organisations
  - Practical exercise to try out the EIA process; use one or more of your organisations' policies and begin to work through the EIA process

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## Programme Style

The style of this intensive programme is to engage and to build knowledge and skills with minimal lecture and maximum interaction. We aim to leave people feeling inspired and to make a real difference to your organisation. Activities include:

- Input, guidance and facilitation by the trainer
  - Group discussion and debate
  - Individual and group exercises working on organisational-specific topics
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## **Rightrack Membership: Post-Programme Support**

Everyone who attends a Righttrack programme automatically receives Righttrack Membership. This allows them to contact their trainer if they have questions or are having difficulties putting into practice what they have learned. They also have access to our dedicated delegate website, which includes downloadable programme materials. This is valid for life.

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## **Additional Information**

### **What is the programme duration?**

The programme is delivered over two days at a time to suit you. The timings are usually 9.00 a.m. to 5.00 p.m. with refreshment breaks and lunch.

### **Who will the facilitator be?**

The specialist Equality training consultant will be hand-picked by your personal project manager to ensure their style, approach and experience is appropriate to your organisation.

### **Where and when is the training?**

The programme is either delivered at your premises or a venue of your choice. When is entirely up to you, we can work with you to agree suitable timings.

### **How many delegates can attend?**

This programme can readily accommodate small groups of six delegates or less and up to a maximum of 15. Please call us to discuss larger group sizes.

### **What materials are available?**

All delegates receive workbooks and handout notes, notes are downloadable from the Righttrack website (see Membership) as well as a personalised certificate of attendance



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## Optional 2-day programme

Many clients ask that the participants have adequate time to work on an impact assessment with the support of an expert facilitator. In those cases the content and detail of the learning is expanded somewhat and a significant part of day two is spent as an Impact Assessment practical.

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## Other Equality Courses

Righttrack offers a full range of equality training courses from short ½ day introductory sessions to strategic workshops for senior managers. Please contact us on 01527 595955 or visit our website [www.righttrackuk.com](http://www.righttrackuk.com) for details.

- Age Equality
  - Bullying & Harassment
  - Cultural Awareness
  - Disability Awareness – making reasonable adjustments
  - Equality & Diversity for Everyone
  - Equality & Diversity for Managers
  - Equality & Diversity for HR Specialists
  - Equality Impact Assessments
  - Faith, Religion & Belief
  - Gender Equality
  - Leading Equality & Diversity Strategy
  - Mental Health Awareness
  - Racial Equality
  - Sexual Orientation
  - The Equality Act 2010
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