

Equality Impact Assessment (EIA) Flowchart

Does the new / revised policy or process impact upon staff, students or any other groups of people at LSHTM? (See 'When do I need to do an equality impact assessment?' in the EIA guidance)

Identify that EIA is required

Contact EDI / EDI identifies Faciliator (See EIA guidance 1.)

Use the EIA guidance / form to explore who should be involved or who may be affected by the policy / practice. Gather evidence
Consult
Review and evaluate your findings and use form / appendix to record findings (See EIA guidance 2.)

Evidence could include:
EDI data (e.g. annual report)
Advance HE (external data)
Survey reports
Consultation with stakeholders
Previous EIA actions from policy review (See EIA guidance 2.)

Identify positive and negative impacts and identify amendments or actions to mitigate any negative impact or embed any positive impacts (See EIA guidance 2.)

Review your policy/ process with your findings in mind and consider whether any amendments are necessary. (See EIA guidance 3.)

Share with EIA Facilitators Forum who will discuss with wider group and provide final review / comments (See EIA guidance 4.)

Submit policy/process/ report for approval to relevant committee / Executive Team. Include as part of the submission any key issues/ mitigations/residual impacts highlighted on the cover sheet (See EIA guidance 5.)

Shares final EIA with EDI team to publish on intranet (See EIA guidance 6.)

EDI team publish on the intranet (See EIA guidance 6.)

Monitoring and evaluating impact (See EIA guidance 7.)

Roles and Responsibilities

<p>Policy / Process owner</p>	<p>EIA Process Facilitator</p>	<p>EDI team</p>
<p>To complete EIA on policy / process during review or development To submit to approval to relevant committee</p>	<p>To assist policy / process owner in carrying out the EIA by providing guidance on the EIA process and identifying potential stakeholder groups To share practice within the EIA network</p>	<p>To co-ordinate EIA network by identifying EIA process champions, providing EDI expertise and co-ordinating resources and workshops to enable colleagues to undertake EIAs</p>