



EQUALITY IMPACT ASSESSMENT

ACTION WORKBOOK

EXAMPLE

COPY



Support@drosebusiness.com



www.DRoseBusiness.com



Copyright D'Rose Development Consultancy Ltd 2023©
All rights reserved.
Registered company number 12913559, Milton Keynes MK2

About D'Rose

Ethics & Equity



D'Rose Development Consultancy Ltd - Award winning Ethics & Equity specialist, providing consultancy, advice and training.

Founded on personal experiences of Intersectionality supported by 20 years of professional experience in Inclusive learning, education and diversity focused roles.

Find out more on our website [DroseConsultancy.com](https://www.droseconsultancy.com) and follow our founder Sabrina Shadie on LinkedIn <https://www.linkedin.com/in/sabrina-shadie/>

Please be aware all the content in this workbook is protected under copyright and Intellectual Property Laws. Intellectual Property includes, all training materials, video or any other form of recording, strategy specific resources, documents, designs, symbols, drawings, specifications, reports, artwork, or any other intellectual property as protected in law. All content is owned by D'Rose Development Consultancy Ltd and should not be edited, duplicated or shared without first obtaining written approval. Under the terms of use this resource maybe printed for employee training purposes only.

Definitions

Ethics - moral principles that govern a person's or organisation's behaviour or the conducting of an activity.

Equity - recognizes that individuals have different circumstances, allocating resources and opportunities specific to the individual's needs to enable them to reach an equal outcome.

EDI - Equality, Diversity and Inclusion

For more information and terms of reference you can visit our website and attend our online Community of Champions events.

The Equality and Human Rights Commission have a handbook which provides definitions of the 9 Protected Characteristics - <https://www.equalityhumanrights.com/en/publication-download/equality-act-2010-handbook-advisers>

D'Rose Equality Impact Assessment Guide



Please be aware this workbook is provided in combination with video content explaining the Equality Impact Assessment Tool and providing information on how to implement it.

Equality Impact Assessments or EIAs are a way of assessing how projects and decisions are made, with the aim of improving inclusion, representation and diversity. The quality and value of an EIA will be determined by the quality of information and engagement which goes into developing it.

Much like general Impact Assessments and Risk Assessments, EIAs are often completed as a tick-box exercise rather than seen as an essential part of the decision making process. But like these other project management tools EIAs provide a foundation for Equality compliance and good diversity practice.

EIA should be completed as part of a project or change management process and need to be established at the very beginning of the planning stage to be most effective. EIAs support inclusive engagement and co-design of projects to ensure the organisation has completed due diligence in line with its legal Equality compliance responsibilities.

Equality Impact Assessments help to -

- Build good practice in Diversity and Inclusion
- Ensure consideration of all potentially impacted groups and individuals
- Improve representation and engagement of diverse stakeholders
- Provide evidence of Equality compliance
- Embed quality EDI practice within organisations and teams
- Identify new opportunities, resources and collaborations within the ecosystem
- Highlight gaps in organisational policy, procedure and practice
- Provide insight for organisational improvements
- Inform wider EDI strategies and plans
- Build networks of diversity focused professionals and organisations

EIAs usually focus on groups and individuals identified in the Equality Act 2010 Protected Characteristics. This list is not exhaustive and other vulnerabilities and disparities should also be considered where possible for a quality EIA process.

- Age
- Disability
- Gender Reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

D'Rose Equality Impact Assessment Guide



The D'Rose Resilience Tree, provides a framework for this Equality Impact Assessment (EIA). The model has been developed to provide the clear steps, considerations and an inclusive approach. The D'Rose Resilience Tree enables clear visualisation of how the EIA provide effective strategies for embedding good diversity practice to support organisations in achieving their goals. Drawing on elements of nature's resilience the model offer direction to support review and develop effective resilient strategies for business, people and cultural change



Roots - Establishing firm roots requires depth of understanding of the business and ensuring the key foundations (policies, procedures, legal compliance) are secure and effective in establishing EDI Practices.



Responsiveness - From firm roots we can work with our employees and stakeholders to create supportive and engaging spaces, founded on inclusive and diverse organisational cultures.



Flexibility - With a quality, well supported inclusive workforce businesses can be more adaptable to change and challenges. Understanding the potential for flexibility will provide insight to cope with changing global markets.



Opportunity - Having clarity about the business and its commitment to EDI, will present new opportunities. Being prepared to engage and excel when they arise is a core element of building a resilient business.



Growth - Exploring new opportunities leads to business growth and development. Supporting ethical and sustainable growth requires effective strategies for management of resources and investment.



Perseverance - Building a resilient business, with core commitment to EDI, will encounter challenges and obstacles. Having secure systems and shared determination to achieve the business purpose or goals requires perseverance from all the stakeholders.



Ecosystem - No business operates in isolation. By creating healthy and supportive ecosystems of businesses with shared ethics and EDI values improves quality standards, productivity and stakeholder experiences.



Renewal Cycle - Learning from experience and applying that learning is essential to building resilient businesses. Establishing a regular cycle of review and planning provides foundations for sustainable growth, implementation of EDI strategies and inclusive opportunities.

D'Rose Equality Impact Assessment



By completing this workbook along with the accompanying video content you will have learnt the practical application of an Equality Impact Assessment tool.

The creation of an Equality Impact Assessment (EIA), allows the effective analysis of decision-making processes and systematic changes within an organisation, with specific consideration how the process will impact Diverse groups or individuals. This document provides guidance on how to complete a full EIA and associated documents.

This resource provides tools and guidance to complete an effective EIA. By asking core questions and drawing on existing resources, it provides support for decision-makers and managers to appropriately review, maintain and support stakeholders from protected groups.

The resource also includes an individual SMART Plan to support and encourage individuals across the organisation to recognise their role and practical ways they can implement positive change.

Learning Outcomes:

- Improve understanding of Equity in the workplace
- Link ethics and equity values to organisational activity
- Recognise individual responsibility for creating inclusive workplaces
- Build confidence in discussing Equality, Diversity, Inclusion and Wellbeing topics
- Use practical models to support learning and improve practice
- Complete learning resources to establish implementation plan
- Use the action plan to improve individual inclusive practice in the workplace
- Commit to reviewing and evaluating personal development

Do you have any additional personal learning outcomes from this training?

“ I would like to build my confidence in discussing diversity and inclusion. I would also like to improve my knowledge and understanding to enable me to support my colleagues and direct reports more effectively. ”

D'Rose Equality Impact Assessment



This framework provides an outline for supporting businesses to achieve Ethical, Equality, Diversity and Inclusion based competencies. By working through the steps of our Resilience Tree Model we can establish long-term improvements in recruitment, retention, stakeholder engagement, productivity and quality standards for client businesses.



Phase 1

Phase 1 of the EIA follows 4 of the Resilience Tree elements, to gather relevant information, identify resources and include key stakeholders.

It is essential to start this process before attempting to assess the impact of the change or address any potentially adverse effects or other unfavourable outcomes for stakeholders or the organisation.

By completing this stage of the EIA effectively we can avoid wasted resource and poor practice.

Phase 2

Using the findings from Phase 1 to inform next steps, we can establish and implement an action plan. The Action Plan founded in the D'Rose EIA Framework will support organisations to achieve best practice in Ethical, Equality, Diversity and Inclusion competencies.

Phase 2 provides steps to ensure you have completed suitable due diligence to a high professional standard. These elements of the EIA also provide guidance on making the most of the process, developing opportunities and growth from the inclusive practices and co-design approach,



Please use the following questions to aid you in collating and exploring the relevant information and impacts. By answering the questions for each element of the D'Rose Resilience Tree we can develop a practical action plan which ensures the needs of vulnerable or underrepresented groups are not overlooked, while enabling the organisation to achieve its goals.

D'Rose Equality Impact Assessment



Phase 1



Roots - What is the current situation? What is the need for change? Am I the correct person to be completing this EIA? Who will be impacted? What are the risks and consequences of this change? Are those most likely to be affected, included in the decision making process? If not, why not?

“

To improve representation within our organisation I have been tasked with establishing an employee resource group to provide representation, staff voice and opportunities for shared learning. This is the first step towards establishing our diversity strategy and we are creating a stakeholder/employee forum to ensure we are inclusive and support people effectively.

I am leading on the EIA because I am the Head of HR. I believe the entire organisation will be impacted by the outcome and improvements of this project. By engaging our employees and those with diverse lived experiences, we will provide opportunities to support employees to engage and share their needs, experiences and organisational input in a variety of safe platforms.

”

D'Rose Equality Impact Assessment



Ecosystem - Which groups or individuals will be most heavily impacted by this change? Does this change unfairly impact on any groups protected by the Equality Act 2010 or another diverse group? How can those impacted be effectively consulted about the change and it's potential impact?

Ecosystem also refers to 'Co-Design' - an equity driven approach to decision making which engages diverse stakeholders in the process from the beginning. The most effective co-design projects focus on equality of power dynamics between all parties.

Where appropriate an Equality Impact Risk Assessment should be completed and the results shared with stakeholders and partners.

“

Our employee resource group will provide space for feedback from all impacted groups and individuals. I will be hosting roundtable forums and providing surveys to stakeholders to gather information, enable co-design and provide direction for the next phases of our Diversity plan.

Being aware of the varying needs of our employees will require a range of communication methods and options.

I will be reaching out to partners and networks in our ecosystem to draw on the experience of others and share existing good practice.

”

D'Rose Equality Impact Assessment



Responsiveness - Authentic Stakeholder Engagement requires appropriate time frames. Set realistic time scales for consultation, focus groups, and to amend the action plan to respond to any issues. Be prepared to adjust the initial plans to better accommodate ED&I needs which are identified. Feedback on the process and organisational changes to stakeholders and leadership

“

As this project is specifically built around developing meaningful stakeholder engagement, we are well placed to be responsive to needs and issues which may be identified.

I expect the processes developed from this project will support future development and the creation of policies, procedures and processes to better enable inclusive engagement activities to be maintained.

The systems established in this project for stakeholder and employee engagement, feedback and support, will continue to be used and developed in the future. The employee resource group will be an ongoing project.

”

D'Rose Equality Impact Assessment



Renewal Cycle - Ensuring a continual review process, with a feedback loop for stakeholders. How often will you provide feedback? What are the most appropriate methods of communication? What are the implications for missing milestones? How does the review feedback into future planning? Be open when reflecting on progress, mistakes and learning. Focus on developing ways to strengthen each aspect of change management and decision-making processes to build organisational resilience.

“

By reviewing this project and our process we will be able to identify which methods were effective and what we can do to improve outcomes in the future.

Working with our employee resource group and ensuring diverse voices are included will help establish long-term engagement strategies. This approach ensures we co-design our projects and embed good practice at the core of our working and decision making processes.

”

D'Rose Equality Impact Assessment



Phase 2

The second phase of the EIA is aimed at embedding learning, creating best practice and ensuring ethical standards are maintained. By completing the entire EIA process, including the relevant risk assessment and SMART planning forms, you can ensure your decision-making and processes have been suitably scrutinized.



Flexibility - How can plans be adapted to support our Diversity strategy and responsibilities? Can resources be redirected to address the challenges? Are there better ways of working with Diverse Stakeholders to achieve improved inclusion and accessibility? Are the existing methods of communication with Diverse Stakeholders suitable/effective/inclusive/consistent/ethical? What changes are needed to improve the process in future? Do existing processes ensure the organisation meets Equality compliance and due diligence requirements?

“

Using the learning from the initial project we will be able to develop improved approaches for future stages of our diversity strategy. Having established employee voice and feedback mechanisms will allow ongoing stakeholder engagement opportunities.

Using the information and learning from working collaboratively with our partners and wider network of similar businesses, we have been able to create a resource hub and provide support networks for employees with lived experiences beyond the boundaries of our organisation.

”

D'Rose Equality Impact Assessment



Growth - How can we build what has been learnt into future Diversity practice and competence? What changes are needed to avoid the problems or barriers we experienced? Who needs to be involved now or in future to maintain momentum? What is required to ensure the learning and improvements are implemented in a sustainable way. Find ways to embed the learning and create lasting improvements for inclusive practice.

“

The learning from this project will directly drive future phases of the organisations diversity strategy

- 1) Maintaining the employee resource group
- 2) Being an active part of the Business Network and Resource Hub
- 3) Improving our stakeholder engagement processes
- 4) Further developing our employee voice opportunities to include sub-groups for specific protected characteristics
- 5) Providing additional support and skills for our resource group spokespeople to improve their professional development

”

D'Rose Equality Impact Assessment



Opportunity - What opportunities, development or new understanding was gained through this process? How can we build what has been learnt into future competence? What connections or networks have been developed? What improvements have been created for Diverse Stakeholders? Who else might benefit from learning about your journey?

“

Creating the Business Network and Resource Hub with other organisations in our ecosystem has presented opportunities for collective training and skills sharing events.

Working with our employees in a more inclusive way has led to more opportunities and involvement in team away days and social activities in and around the workplace.

The learning from this project has also highlighted improvements which are needed within our organisation to support mental health and wellbeing of all employees.

”

D'Rose Equality Impact Assessment



Perseverance - How much commitment is there to maintain the improved Diversity practice? How can the EIA process be embedded and used effectively to support inclusive planning in future? How can we ensure our change management systems are inclusive? What resources have or can be allocated to maintain focus on EDI improvements? What is needed to make the new processes or systems for inclusive practice sustainable?

“

Creating the Business Network and Resource Hub with other organisations in our ecosystem has presented opportunities for collective training and skills sharing events.

Working with our employees in a more inclusive way has led to more opportunities and involvement in team away days and social activities in and around the workplace.

The learning from this project has also highlighted improvements which are needed within our organisation to support mental health and wellbeing of all employees.

”

D'Rose Equality Impact Assessment



Identifying the Challenges

Consider potential challenges and gaps

- Which areas will be most challenging and why?
- What constraints and barriers can you foresee?
- What resourcing is required?
- Who can provide support, insight and direction?
- What mitigating factors can you implement?

“

My major concern is the large volume of work required in this area but the relatively small number of 'champions' within our organisation and the potential for burnout. A supportive care package and realistic time scales will be necessary.

”

Priority Actions

Identify urgent and important actions

- What Equality Data Monitoring is available?
- Has Wellbeing been considered, if not why?
- How will you support intersectionality?
- Accountability, who will be responsible for the actions?
- Set realistic timescales, deadlines and consultation periods

“

We have used the Eisenhower Matrix to help consider how we prioritise the phases of the project and strategy.

Wellbeing will feature heavily in our planning processes in future.

”

D'Rose Equality Impact Assessment



Individual SMARTER Plan

Use this SMART Plan to help you identify what actions you can realistically take.

S

Specific

Be as clear and specific as possible about what you want to achieve.

To improve my confidence and communication skills, in public speaking and supporting diverse stakeholders.

M

Measurable

Make goals more measurable so they can be easily tracked. This allows you to see your progress.

To improve my confidence from 2 out of 5 to 4 out of 5.

A

Actionable

Achievable targets ensure that the steps to reach them are under your control.

Build relationships with stakeholders, share information and resources. Request feedback and identify learning from my experiences.

R

Relevant

A target that supports or aligns with other targets will be considered a relevant target.

By creating efficient and inclusive communication pathways, I can increase my skills and achieve organisation goals.

T

Timebound

Set a realistic time limit so that you can focus and prepare the required resources as soon as possible.

I will review my progress monthly, with the aim of meeting my goal by the 3 month point.

D'Rose Equality Impact Assessment



Individual SMARTER Plan

Use this SMARTER Plan to help identify what actions you can realistically take to support this learning.

E

Evaluation

On completion review the process and outcomes achieved - what went well? what could have been better? Targets met, targets missed, resourcing challenges and other considerations.

R

Review

Using information from the evaluation what has been learnt and what could be done differently next time?

D'Rose Development Consultancy Ltd

Feedback and Engagement

We welcome feedback on our training and resources. Please get in touch by emailing us at Support@DRoseConsultancy.com

We also encourage all attendees of our training to join and engage in the D'Rose Community of Champions. An online community of advocates for inclusion and wellbeing from various sectors and industries.

Find out more by visiting our [Community of Champions](#) page or by sending us an email #BeTheChange

D'Rose Development Consultancy Ltd

D'Rose hosts a number of events, training and EDI practice coaching for professional at all stages and levels. If you would like to know more about our services and Community of Champions Initiative you can contact us directly or visit our website DRoseConsultancy.com

D'Rose is a specialist training provider and we pride ourselves on creating and delivering high quality, inclusive training experiences. Founded in our Ethics & Equity Strategic Framework our training content, resources and tools provide practical skills, knowledge and understanding to promote inclusive practices in workplaces and communities across the UK. Our services include online CPD certified training courses in over 50 work skills related subjects, which are available to everyone.

We host monthly events to provide group coaching and support for individuals developing their inclusive practice, knowledge and skills.

D'Rose works in partnership with other Diverse led organisations to host and support various events around the UK, delivering workshops and speaking on topics of Ethics, Equity, Diversity, Inclusion, Wellbeing and Accessibility. To find out more please visit the website.

Follow Us



Sabrina Shadie



DRose_Business



ethicsequity



DRoseConsultancy.com

