

Example Timetable: Equality Impact Analysis Events:

Time:	Activity:	Notes:
09:30	<p>Introductory session</p> <p>Brief History of Equality Impact Analysis (EqIA)</p> <p>What is an EqIA</p> <p>Public Sector Statutory Duties Explained.</p> <p>Requirements of:</p> <p><i>The Equality Act 2010</i></p> <p><i>The Equality Act Public Sector Duty 2011</i></p> <p>How EqIAs can:</p> <ul style="list-style-type: none"> ▪ Improve Service Delivery Outcomes ▪ Enhance Policy Development ▪ Facilitate the Delivery of Equality and Diversity Objectives ▪ Identify Hidden and Indirect Disadvantage 	<p>Session explores the birth of legislation placing a statutory duty to positively promote equality. The requirements of each of the duties is explained</p> <p>The session also examines:</p> <ul style="list-style-type: none"> ▶ The link between the statutory duties and the requirement to perform Equality Impact Analysis (EIA's) ▶ The requirements of the statutory duties and the link to overall organisational strategy, ▶ Common failings and items often exposed during audits ▶ The link between the statutory duties and internal and external matters. For example, employment, provision of services, commissioning, outsourcing, contracting etc.
09:50	<p>Historical Examples of EqIAs being used / not used to identify adverse impacts:</p> <ul style="list-style-type: none"> ▪ Police Services Height Restrictions (<i>Race and Gender</i>) ▪ 'Last in First Out' Redundancy Selection Criteria (<i>Age</i>) ▪ Imposition of Full Time Working Hours (<i>Gender</i>) 	

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Time:	Activity:	Notes:
10:15	Identifying Impact: Introductory Exercise Identification of actions which could have: <ul style="list-style-type: none"> ▪ <i>Adverse Impacts</i> ▪ <i>Neutral Impacts</i> ▪ <i>Differential Impacts</i> 	Delegates examine six example scenarios based on real life activities and perform an <i>Initial Screening</i> to identify potential impacts.
10:45	Exercise Discussions	
11:00	Break	
11:15	Equality Impact Analysis (EqIAs): FAQs (<i>Frequently Asked Questions</i>) Delegates answer twelve key questions in relation to EqIAs. Answers are provided via a series of electronic business briefings	A highly interactive and energetic electronic learning tool developed by <i>McKenzies</i> . Delegates are divided into teams and play an electronic interactive quiz for points and prizes.
11:45	Quiz Answers and Discussions	
12:30	Lunch	
13:15	EqIA Documentation	Delegates are issued with EqIA documentation and guidance notes. Documentation is explained on screen using a number of short electronic briefings
13:30	Completion of an EqIA using a live organisational policy	

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Time:	Activity:	Notes:
14:30	EqlA – Feedback and Discussions Comparison of delegates EqlA to benchmark (previously completed) version	
15:00	Break	
15:15	Use of Equality Monitoring Data	A short session which examines the requirement to monitor equality data from an employment and patient perspective
15:30	Implementing a robust EqlA process management system Key Considerations: <ul style="list-style-type: none"> ▪ <i>Initial Screening versus Full Assessment</i> ▪ Publishing EqlAs ▪ Quality Assurance ▪ Sign Off ▪ Storage and Retrieval ▪ Policy Holder Objectivity ▪ Prioritising EqlAs for Completion ▪ Robust Action Planning and Review 	
15:50	Terminology: Appropriate and Inappropriate Language Considerations when completing EqlAs	

Example Timetable: Equality Impact Analysis Events:

Time:	Activity:	Notes:
16:00	Gathering Data and Evidence Signposts	
16:15	Questions and Answers	
16:30	Close	