

# EQUALITY IMPACT ASSESSMENT

## THE STAGE ONE ASSESSMENT FORM - the initial screening process

**SERVICE AREA BEING ASSESSED: Financial Transactions**

**Please indicate if it is an existing area of service or a new area/project: Existing**

<b>Target Equality Group</b>  <i>(see guidance note 2 for details)</i>	<b>Does it have a Positive Impact</b>  If yes, please explain how  <i>(see guidance note 6 for details)</i>	<b>Does it have a Neutral Impact</b>  If yes, please explain how  <i>(see guidance note 9 for details)</i>	<b>Does it have a Negative Impact</b>  If yes please explain how, indicate if it is legal and whether or not it is intended.  <i>(see guidance note 7 for details)</i>	<b>If it has a negative impact, is the level of this impact high or low?</b>  <i>(see guidance note 10 for details)</i>
<b>Age</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of age.	No	
<b>Belief or faith</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of belief or faith.	No	

<b>Target Equality Group</b>  <i>(see guidance note 2 for details)</i>	<b>Does it have a Positive Impact</b>  If yes, please explain how  <i>(see guidance note 6 for details)</i>	<b>Does it have a Neutral Impact</b>  If yes, please explain how  <i>(see guidance note 9 for details)</i>	<b>Does it have a Negative Impact</b>  If yes please explain how, indicate if it is legal and whether or not it is intended.  <i>(see guidance note 7 for details)</i>	<b>If it has a negative impact, is the level of this impact high or low?</b>  <i>(see guidance note 10 for details)</i>
<b>Disability</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of physical ability.	No	
<b>Sexual Orientation</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of sexual orientation.	No	
<b>Gender</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of gender.	No	
<b>Race</b>	No	Yes – Support to internal staff and external customers, in relation to financial transactions, is provided regardless of race.	No	

**PLEASE ANSWER THE FOLLOWING QUESTIONS IF ANY AREAS HAVE BEEN IDENTIFIED WITH LOW LEVEL NEGATIVE IMPACT**

**IS THE IMPACT LIKELY TO CHANGE OVER TIME?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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**IF YES, HOW WILL THE IMPACT CHANGE?**

Not applicable

**WHAT CAN YOU DO TO MINIMISE OR REMOVE ANY *UNINTENDED* NEGATIVE IMPACT?**

Not applicable

**HOW COULD YOU MONITOR THIS WORK?**

Not applicable

**IF YOU HAVE IDENTIFIED ANY AREAS WHERE THE LEVEL OF NEGATIVE IMPACT IS HIGH PLEASE REFER TO YOUR HEAD OF SERVICE PRIOR TO COMPLETING A STAGE TWO ASSESSMENT FORM**

Signed: .....Service Manager undertaking the Assessment.

Date: .....