

## **Does my proposal, policy or project affect residents, staff and / or local communities?**

### **Yes, I need to complete an Equalities Impact Assessment (EQIA)**

Legally, in accordance with the Equality Act 2010 and the public sector duty as a local authority we must consider the impact upon those with protected characteristics. These are:

- Age
- Sex
- Disability
- Marriage and civil partnership
- Race
- Religion and belief
- Gender reassignment
- Sexual orientation
- Pregnancy and maternity

Other projects that often require consideration can include those that impact upon:

- Socio-Economic Status - e.g those on a low income throughout the borough

Is your proposal likely to affect any of these groups?

Yes, You will need to complete an Equality Impact Assessment (EQIA).

The EQIA is a Google Form available [here](#).

For any support you need please contact [equalities@sutton.gov.uk](mailto:equalities@sutton.gov.uk).

### **Review and sign off**

- Once the first draft is complete send to [equalities@sutton.gov.uk](mailto:equalities@sutton.gov.uk) allowing one week minimum for review and comment.
- Owner (e.g. project manager/officer) responds to comments and sends/shares with Assistant Director for final approval ccing [equalities@sutton.gov.uk](mailto:equalities@sutton.gov.uk).
- Owner liaises with committee services to include in published papers for relevant report (e.g. key decision), where required

### **No, I don't need to complete an Equalities Impact Assessment**

You do not need to complete an EQIA.

You will need to provide a clear rationale and evidence for your decision this can be included in your [starting a project document](#) or by completing [this form](#). Contact [equalities@sutton.gov.uk](mailto:equalities@sutton.gov.uk) if you are unsure.