**Advance HE Strategic EIA Guidance - EIA optional template**

**EIA for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Date: \_\_\_\_\_\_\_\_\_\_\_\_ Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Team\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **General Principles:*** **A strategic EIA** **is positioned within an institution’s equality priorities and any equality strategy or strategic framework.**
* A strategic EIA is treated as a strategic process and forms an integral part of strategy development and decision making on equality.
* **Consideration is given to all protected characteristic (PC) groups**, socio- economic status/Scottish Index of Multiple Deprivation (SIMD) and other relevant groups. PCs include: Age, disability, gender identity, pregnancy & maternity, sex, sexual orientation, race, religion & belief, marriage & civil partnership (employment matters).
* **Consideration and ‘due regard’ is given to the three needs of the general duty which are broadly: advancing equality of opportunity; eliminating discrimination & harassment; fostering good relations.**
* Decisions are primarily focused on **high level intentions and direction** to be mapped against and mainstreamed into related areas of institutional strategy, policy and practice.
* The review team involved in the EIA process have read this guidance, use the guidance in conjunction with the template and have sufficient existing knowledge of the legal background, principles and intent of EIA.

**Other key considerations:*** Prepare in advance of the strategy development cycle, review timescales and allow sufficient time.
* Select and gather a representative team of key internal and external partners.
* Gather all relevant data and evidence.
* Identify and map the relevant institutional strategies and policies that link to all areas of the strategy and related equality activity, including the institution’s equality strategy, equality outcomes and PSED reporting.
* Ensure that decisions, rationale and accountability for action are clear and recorded.
* Ensure there is a clear process in place to support ongoing monitoring, evaluation and review.

**This template should also be used in conjunction with:*** [Advance HE 2019 Guidance Checklist of Good Practice Principles for EIA](https://www.advance-he.ac.uk/checklist-key-good-practice-principles-equality-impact-assessment-outcome-agreements).
* [Advance HE Process Map for Conducting Strategic Equality Impact Assessment](https://www.advance-he.ac.uk/sites/default/files/2020-04/Process%20Map%20for%20Conducting%20Strategic%20Equality%20Impact%20Assessment%20April%202020_0.pdf)

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**AHE Optional Template for undertaking strategic EIA.**

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| **Strategic Equality Priorities** |
| **Area of activity:** **Current approach and strategy – what are the key issues we need to think about?** |
| **PCs (& other groupings)** | **Evidence linked to impact, high level risks and opportunities.** | **Overall assessment, decisions, rationale and actions.** |
| **Age** |  |  |
| **Disability**  |  |  |
| **Gender identity** (transgender & non- binary) |  |  |
| **Pregnancy & maternity** |  |  |
| **Sex** (men & women) |  |  |
| **Sexual orientation** |  |  |
| **Race** |  |  |
| **Religion or belief** |  |  |
| **Marriage & civil partnership** (employment matters) |  |  |
| **Other groups** e.g. care experience, SIMD status, carer status etc. |  |  |
| **Summary of actions, timescales and accountability:**  |
| **Monitoring & review:**Ensure the actions from this EIA are embedded and integrated into all relevant strategy, policy and activity by regularly reviewing progress with actions through ongoing strategic and operational review including Boards, Senior Management Teams, Executive Committees, Equality & Diversity Committees, Learning & Teaching Committees, Departmental and School Review Meetings etc. Ensure that data, actions and monitoring from other relevant EIAs are also referenced and linked as part of the monitoring and review process.  |