



Equality Impact Assessment Template

Section 1: Your Details

EIA Lead Officer (name and title)

Head of Service (name and title)

Date

Section 2: Summary of proposal

What is the title of this assessment?

.....

Please provide a short, clear summary of what is being assessed.

Will this be submitted to the Combined Authority, Transport Committee Committee (or a sub-committee), or Merseytravel? Yes/no (delete as applicable)

If "yes", please provide the name and date of the meeting

Section 3: Initial Screening

Is the proposal likely to impact on the way Merseytravel is showing “due regard” to three aims of the Public Sector Equality Duty (PSED)? Please select relevant box or boxes, by double clicking the box and selecting “checked”.

- eliminating unlawful discrimination, harassment, and victimisation;
- advancing equality of opportunity
- fostering good relations between different groups of people.

If you have checked one or more of the above boxes, please **proceed to section 4**. Otherwise, consider if it is likely to have a significant impact on any of the protected characteristics?

- age;
- disability;
- gender reassignment;
- pregnancy and maternity;
- race;
- religion or belief;
- sex;
- sexual orientation.

- Socio-economic factors -

If you have checked one or more of the above boxes, please **proceed to section 4**.

If you have not identified any impacts on either the PSED or the protected characteristics, the initial screening is complete. Full screening (sections 4-6) is not required, the rest of the EIA template does not need to be completed, and you can **go straight to Section 7**.

Section 4: Beneficiaries and Objectives

Who should benefit from the proposals, and how does the proposal fit with Merseytravel's aims and objectives?

Section 5: Impact

- a) Could the proposal have a positive or negative impact on any of the protected characteristics (race, gender, disability, gender reassignment, age, pregnancy and maternity, religion and belief, sexual orientation)? Please list in the table below (add more rows if required) and include actions required to mitigate any potential negative impact.

Which group(s) of people could be affected	Potential positive or negative impact	Action required to mitigate any potential negative impact	Lead person	Timescale	Resource implications
b) If there are no negative impacts, what is your reasoning behind this?					

Section 6: Evidence

What research / data / information have you used in support of this process?
Add detail about links to evidence or provide actual summary, rather than simply giving the title of the research. Remember that your evidence is important – you should not rely solely on your gut instinct.

Section 7: Next Steps

Send this form to your HoS for them to forward to:
performance@merseytravel.gov.uk

This is essentially the sign off procedure. By submitting this form, the named officer and the HoS are agreeing to the content of the assessment. All completed EIAs are available on [OnePlace](#)

Make sure all the actions are acknowledged in appropriate service and/or other plan.