EQUALITY IMPACT ASSESSMENT (EqIA)

Summary results of the EqIA

Title of policy/practice/process/service:
Research function.

Is the policy new (proposed), a revision to an existing policy or a review of current policy?
A revision to an existing policy.

Key findings from this assessment (or reason why an EqIA is not required):
Existing equality impact assessment reviewed and project specific processes remain sound.

At a strategic level, we should explicitly highlight the potential for research to assist in gathering data on equality groups that are not routinely monitored through the legal aid application process.

Summary of actions taken because of this assessment:
Strategic level process documentation to be updated to include reference to covering equality evidence gaps.

Ongoing actions beyond implementation include:
Strategic level process documentation to be updated to include reference to covering equality evidence gaps.

Lead person(s) for this assessment (job title and department only):
Policy Projects Manager, Policy and Development.

Senior responsible owner agreement that the policy has been fully assessed against the needs of the general duty (job title only):
Director of Strategic Development

Publication date (for completion by Communications):
03/05/2024

Document control		
Document control:		V1.0
Date policy live from:		Ongoing
Last reviewed:		May 2024
Review cycle:		Five years from date published
Document change log		
Version/Author	**Date**	**Comment**
V0.1	July 2022	First draft of review
V0.2	December 2023	Second draft of review
V1.0	May 2024	Final version

Step 1 – Framing the planned change

Discussing step 1 and step 2 with the Policy Officer (Equalities) at an early stage will help identify appropriate evidence. This may include support from the wider Policy and Development team.

1.1 Briefly describe the aims, objectives and purpose of the policy/practice/process/service. *You can use the information in your project specification, business case etc.*

The aim of the research team is to provide high quality insight and evidence that facilitates the making of evidence-based decisions and policy, allowing the organisation to shape the legal aid system and deliver a high quality and responsive public service. The policy objectives are to:

1. Directly deliver insightful, trusted primary and secondary research
2. Identify and prioritise evidence gaps
3. Respond appropriately to research needs of internal and external stakeholders
4. Develop the organisation's capacity for delivering insightful primary and secondary research.

The research function supports the achievement of our purpose, mission and objectives by providing insight into both the internal and external environment, contributing to a robust evidence base for our advice, policies, procedures, service design and delivery. SLAB's operational and strategic objectives determine the priorities for the Research Programme. We continue to ensure that our programme is directed by SLAB's key priorities.

Typically, projects cover a range of work including stakeholder engagement, work to monitor the supply issues and to support policy and operations. All are designed to inform SLAB's strategic policy decision-making process and contribute to the Business Plan. The Executive Team is updated on progress and is consulted on prioritisation and planning. Once these areas are identified we work with respective departments to develop proposals and take forward research.

Projects include primary research (quantitative and qualitative), secondary analysis, evaluations, and scoping papers of research needs. Work can be commissioned to external research organisations, managed collaboratively with partner agencies, or carried out in-house.

Actions from previous equality impact assessments mean that we take into account potential equality impacts and mitigate these at the individual project level through template project specification documents and risk registers.

1.2 Why is the change required? *Legislative, routine review etc.*

This is a routine review of our current policy.

1.3 Who is affected by this policy/practice/process/service? *Be clear about who the 'customer' is.*

The customers can be our staff, recipients of legally aided advice and solicitors or others delivering that advice.

1.4 Policy/practice/process/service implementation date? *Project end date, date new legislation will take effect.*

Ongoing

1.5 What other SLAB policies or projects may be linked to or affected by changes to this policy/practice/process/service? *The EqIA for related policies might help you understand potential impacts, and/or your findings might be relevant to share.*

Link with all other functions as research can inform all areas of our work. In particular there are links to the data analytics strategy and the work of the Analysis Management Information (AMI) team.

Step 2: Consider the available evidence and data relevant to your policy/practice/process/service

The information you gather in this section will:

- *help you to understand the importance of your policy/practice/process/service for different equality groups,*
- *inform the depth of equality impact assessment you need to do (this should be proportional to the potential impact on equality groups), and*
- *provide justification and an audit trail behind your decisions, including where it is agreed an equality impact assessment is not required.*

2.1 What information is available about the experience of each equality group in relation to this policy/practice/process/service?

Stay focused on the topic and scope of your policy/practice/process/service. Does the policy/practice/process/service relate to an area where there are already known inequalities? Refer to the EqIA guidance for sources of evidence. Remember, this step in the EqIA process is NOT about the impact your policy has on equality groups and what we need to do to mitigate those. That assessment is done under Step 4.

Note: If you proceed to a full EqIA you should continue to add to this section as you develop the policy/practice/process/service, come across new evidence and/or undertake a consultation.

Equality characteristics	**Evidence source (e.g. web link, report, survey, complaint)**	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
All characteristics	1. Evidence and the Public Sector Equality Duty (EHRC) 2. **Previous EqIA and new controls implemented**	The guidance notes that before seeking to gather additional evidence, authorities should review current data collection and availability, including routine monitoring and what involvement activities might yield in terms of information. This should consider what evidence is available from other bodies, including national statistics or surveys. (1) We have implemented controls at a project level that highlight the need to consider involvement of different equality groups and how to mitigate any risks to their

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
		participation in our work. At a programme development level, we include contribution to our equalities responsibilities as part of our method for prioritising projects for inclusion in the programme. (2)
Age	**1. Direct disclosure policy** **2. Research review of standard questions in research** **3. Review of demographic questions in research**	Solicitors are mandated to record the date of birth of an applicant through our application process. (1) We routinely ask for age in staff, applicant and solicitor surveys and will continue to do so. (2) We use age ranges as they are less intrusive than a specific age in years. (3)
Disability	**1. Direct disclosure policy** **2. Customer communication support needs policy** **3. Research review of standard questions in research**	Solicitors are asked to record an applicant's disabilities through our application process. (1) Solicitors are asked to provide information about an applicant's communication support needs through our application process. (2) We routinely ask about disability in staff, applicant and solicitor surveys and will continue to do so. (3) Scottish Government guidance on asking about this characteristic is focussed on disability as defined in the Equality Act 2010, using a multi-part question. Developing a standard, simple question is underway. (4)

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
	4. Review of demographic questions in research	
Race	**1. Direct disclosure policy** **2. Customer communication support needs policy** **3. Research review of standard questions in research** **4. Review of demographic questions in research**	Solicitors are asked to record an applicant's national identity and ethnic background through our application process. (1) Solicitors are asked to provide information about an applicant's communication support needs through our application process. (2) We routinely ask about race in staff, applicant and solicitor surveys and will continue to do so. (3) We use a question format that was used in the Scottish census and is recommended by the Scottish Government. (4)
Sex	**1. Direct disclosure policy** **2. Research review of standard questions in research**	Solicitors are asked to record an applicant's sex through our application process. (1) We routinely ask about sex in staff, applicant and solicitor surveys and will continue to do so. (2) We use the form of question as recommended by the Scottish Government for this question. (3)

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
	3. Review of demographic questions in research	
Gender Reassignment	**1. Research review of standard questions in research** **2. Review of demographic questions in research** **3. Literature review on access to public services for LGBTQI+ & Religious Minority Groups**	We routinely ask about gender reassignment in staff surveys. In applicant surveys we ask whether gender reassignment has affected someone's experience in accessing a solicitor. (1) Where we have asked about gender reassignment in past applicant surveys, the sample size has meant that data cannot be analysed by this characteristic. The Scottish Government provides guidance on questions relating to gender identity, but not gender reassignment. (2) Academic literature suggests that the language and concepts in the Equalities Act 2010 are outdated. The use of the form of question on sex and gender as recommended by the Scottish Government could be viewed as excluding this equality group due to their opting for "prefer not to say". (3)
Sexual orientation	**1. Research review of standard questions in research** **2. Review of demographic**	We routinely ask about sexual orientation in staff surveys. In applicant surveys we ask whether sexual orientation has affected someone's experience in accessing a solicitor. (1) Where we have asked about sexual orientation in past applicant surveys, the sample size has meant that data cannot be analysed by this characteristic. (2)

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
	questions in research 3. ONS: guidance on sexual orientation question for 2019 census rehearsal 4. Scottish Census questions 5. SLAB Equality outcomes engagement work	A potential question for this protected characteristic has been developed for the 2021 census in England and Wales. (3) A question on this characteristic was asked in the 2022 Scottish Census. (4) We included this group in work to understand how the experience of the equality groups within this protected characteristic are related to our statutory functions in relation to administering the legal aid schemes. (5)
Religion or Belief	1. **Research review of standard questions in research** 2. **Review of demographic questions in research**	We routinely ask about religion or belief in staff surveys. In applicant surveys we ask whether religion or belief has affected someone's experience in accessing a solicitor. (1) Where we have asked about religion or belief in past applicant surveys, the sample size has meant that data cannot be analysed by this characteristic. (2)
Pregnancy or maternity	1. **Research review of standard questions in research**	We routinely ask about pregnancy or maternity in staff surveys in relation to experiences of discrimination. In applicant surveys we ask whether pregnancy or maternity has affected someone's experience in accessing a solicitor. (1)

Equality characteristics	Evidence source (e.g. web link, report, survey, complaint)	**What does the evidence tell you about the experiences of this group in relation to the policy/ practice/ process/ service?** Lack of evidence may suggest a gap in knowledge/ need for consultation (step 3).
	2. Review of demographic questions in research	Although this is a protected characteristic, it has limited provisions and is not included in our external surveys of applicants or solicitors. (2)
Marriage or civil partnership	**1. Research review of standard questions in research** **2. Review of demographic questions in research**	We routinely ask about marriage or civil partnership in staff surveys in relation to experiences of discrimination. In applicant surveys we ask whether marriage or civil partnership has affected someone's experience in accessing a solicitor. (1) Although this is a protected characteristic, it has limited provisions and is not included in our external surveys of applicants or solicitors. (2)
Care Experienced *(corporate parenting duty)*	**1. Direct disclosure policy** **2. Research review of standard questions in research** **3. Review of demographic questions in research**	Solicitors are asked to record an applicant's care status through our application process. (1) We routinely ask about care status in staff, applicant and solicitor surveys and will continue to do so. (2) There is no standard wording or guidance available from the Scottish Government, with the current question running to some length and achieving a lower response rate compared to other demographic questions as a result. (3)

2.2 Using the information above and your knowledge of the policy/practice/process/service, summarise your overall assessment of how important and relevant the policy/practice/process/service is likely to be for equality groups.

Previous work has provided assurance that individual projects take into account equalities. The need outstanding appears to be to identify and address evidence gaps for different equality groups or protected characteristics.

2.3 Outcome of step 2 and next steps. Complete the table below to inform the next stage of the EqIA process.
Consult with the project group and/or Corporate Policy Officer (Equalities) on completing this section.

Outcome of Step 2 following initial evidence gathering and relevance to equality characteristics	**Yes/ No (Y or N)**	**Next steps**
There is no relevance to equality or our corporate parenting duties		Proceed to Step 5: agree with decision makers that no EqIA is required based on current evidence
There is relevance to some or all of the equality groups and/or our corporate parenting duties	Y	Proceed to Step 3: complete full EqIA
It is unclear if there is relevance to some or all of the equality groups and/or our corporate parenting duties		Proceed to Step 3: complete full EqIA

Step 3 – stakeholder involvement and consultation

This step will help you to address any gaps in evidence identified in Step 2. Speaking to people who will be affected by your policy/practice/process/service can help clarify the impact it will have on different equality groups.
Remember that sufficient evidence is required for you to show 'due regard' to the likely or actual impact of your policy/practice/process/service on equality groups. An inadequate analysis in an assessment may mean failure to meet the general duty.
The Policy and Development team can help to identify appropriate ways to engage with external groups or to undertake research to fill evidence gaps.

3.1 Do you/did you have any consultation or involvement planned for this policy/practice/process service?

No

3.2 List all the stakeholder groups that you will talk to about this policy/practice/process/service.

N/A.

3.3 What did you learn from the consultation/involvement? *Remember to record relevant actions in the assessment action log.*

N/A.

Step 4 - Impact on equality groups and steps to address these

You must consider the three aims of the general duty for each protected characteristic. The following questions will help:

- **Is there potential for discrimination, victimisation, harassment or other unlawful conduct that is prohibited under the Equality Act 2010?** *How will this be mitigated?*
- **Is there potential to advance equality of opportunity between people who share a characteristic and those who do not?** *How can this be achieved?*
- **Is there potential for developing good relations between people who share a relevant protected characteristic and those who do not?** *How can this be achieved?*

4.1 Does the policy/practice/process/service have any impacts (whether intended or unintended, positive or negative) on any of the equality characteristics?

In the tables below, record the impact the policy/practice/process/service might have on each equality characteristic, as it is planned or as it operates, and describe what changes in policy/practice process/service or actions will be required to mitigate that impact. Copy any actions across to the project action log.

Age	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impact	**Negative impact**	**No impact**	
potential for discrimination	X			We collect and analyse information about this protected characteristic routinely as part of our research projects and it is available in our administrative data.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has resulted in a project planned for looking at the experience of child applicants. Systematically recording which equality groups are, or have

				been, the focus for research projects may assist with prioritisation in the future.

Disability	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take**. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination	X			We collect and analyse information about this protected characteristic routinely as part of our research projects and we ask for this to be completed as part of our administrative data.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has resulted in a project planned for looking at the experience of people seeking assistance with mental health or adults with incapacity cases. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Race	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take**. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination	X			We collect and analyse information about this protected characteristic routinely as part of our research projects and

				we ask for this to be completed as part of our administrative data.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has resulted in a project planned for looking at the experience of people seeking assistance with immigration and asylum cases. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Sex	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination	X			We collect and analyse information about this protected characteristic routinely as part of our research projects and it is available in our administrative data.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Gender Reassignment	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	
potential for discrimination		X		Aside from work with our staff, we do not collect and analyse information about this protected characteristic routinely as part of our research projects and it is not available in our administrative data. This is due to the level of responses, which mean they cannot be used for analysis of differential experience. We routinely ask about whether gender reassignment has had an impact on a person's experience in relation to the topic at hand. A research project or other engagement focussed on this group may mitigate this risk of a negative impact.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Religion or Belief	Place 'X' in the relevant box(es)			Describe the changes or actions (if any) you plan to take. E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	Negative impacts	No impact	

potential for discrimination		X		Aside from work with our staff, we do not collect and analyse information about this protected characteristic routinely as part of our research projects and it is not available in our administrative data. This is due to the level of responses and the difficulty of interpreting the results, which mean they cannot be used for analysis of differential experience. We routinely ask about whether religion or belief has had an impact on a person's experience in relation to the topic at hand. A research project or other engagement focussed on this group may mitigate this risk of a negative impact.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Sexual Orientation	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination	X			Aside from work with our staff, we do not collect and analyse information about this protected characteristic routinely as part of our research projects and it is not available in our

				administrative data. This is due to the level of responses and the difficulty of interpreting the results, which mean they cannot be used for analysis of differential experience. We routinely ask about whether sexual orientation has had an impact on a person's experience in relation to the topic at hand. Our work to support equality outcomes setting included this group and suggested that the key area of focus could be on direct provision of legal services.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Pregnancy & Maternity	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination		X		Aside from work with our staff, we do not collect and analyse information about this protected characteristic routinely as part of our research projects and it is not available in our administrative data. This is due to the level of responses and

				it being a transient characteristic, which mean they cannot be used for analysis of differential experience. A research project or other engagement focussed on this group may mitigate this risk of a negative impact, although the limited provisions on the reach of this characteristic mean a staff focus may be most appropriate.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Marriage & Civil Partnership	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination		X		Aside from work with our staff, we do not collect and analyse information about this protected characteristic routinely as part of our research projects and it is not available in our administrative data. A research project or other engagement focussed on this group may mitigate this risk of a negative impact, although the limited provisions on the reach of this characteristic mean a staff focus may be most appropriate.

potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on an equality group under this characteristic. Systematically recording which equality groups are, or have been, the focus for research projects may assist with prioritisation in the future.

Care experienced young people	**Place 'X' in the relevant box(es)**			**Describe the changes or actions (if any) you plan to take.** E.g. to mitigate any impact, maximise the positive impact, or record your justification to not make changes despite the potential for adverse impact.
	Positive impacts	**Negative impacts**	**No impact**	
potential for discrimination	X			We collect and analyse information about this group routinely as part of our research projects and it is available in our administrative data.
potential for developing good relations	X			Good relations could be developed through the publication of research findings.
potential to advance equality of opportunity	X			Research programme development has not recently had a focus on this group, although children's legal assistance (which relates to care experienced young people) has been the subject of work. Systematically recording which groups are, or have been, the focus for research projects may assist with prioritisation in the future.

4.2 Describe how the assessment so far might affect other areas of this policy/practice/process/service and/or project timeline?

The assessment so far suggests that the strategic development of the research programme is the priority area to focus on. The documents and processes associated with individual projects provide assurance that we are considering equalities within each one.

4.3 Having considered the potential or actual impacts of your policy/practice/process/service on equality groups, you should now record the outcome of this assessment below.
Choose from one of the following (mark with an X or delete as appropriate):

Please select (X)	Implications for the policy/practice/process/service
	No major change Your assessment demonstrates that the policy/practice/process/service is robust. The evidence shows no potential for unlawful discrimination and that you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review.
X	**Adjust the policy/practice/process/service** You need to take steps to remove any barriers, to better advance equality of to foster good relations. You have set actions to address this and have clear ways of monitoring the impact of the policy/practice/process/service when implemented.
	Continue the policy/practice/process/service with adverse impact The policy/practice/process/service will continue despite the potential for adverse impact. You have justified this with this assessment and shown how this decision is compatible with our obligations under the public sector equality duty. When you believe any discrimination can be objectively justified you must record in this assessment what this is and how the decision was reached.
	Stop and remove the policy/practice/process/service The policy/practice/process/service will not be implemented due to adverse effects that are not justified and cannot be mitigated.

Step 5 - Discuss and review the assessment with decision makers and governance structures

You must discuss the findings of this assessment with senior decision makers during the lifetime of the project/review and before you finalise the assessment. Relevant groups include, but are not limited to, a Project Board, Executive Team or Board members. EqIA should be on every project board agenda therefore only note dates where key decisions have been made (for example draft EqIA sign off, discussion about consultation response).

5.1 Record details of the groups you report to about this policy/practice/process/service and impact assessment. Include the date you presented progress to each group and an extract from the minutes to reflect the discussion.

EqIA submitted to Director of Strategic Development for review and returned over December 2023 and January 2024.
EqIA presented to Chief Executive and reviewed in May 2024.

Step 6 – Post-implementation actions and monitoring impact

There may be further actions or changes planned after the policy/practice/process/service is implemented and this assessment is signed off. It is important to continue to monitor the impact of your policy/practice/process/service on equality groups to ensure that your actual or likely impacts are those you recorded. This will also highlight any unforeseen impacts.

6.1 Record any ongoing actions below.
This can be copied from the project action log or elsewhere in this assessment and should include timescales and person/team responsible. If there are no outstanding items please make this clear.

Ongoing actions include:

- factoring in those protected characteristics where a risk of discrimination has been identified to the redevelopment of the research programme.
- promoting the appropriate use of demographic questions and focus in the research team's support for other SLAB staff
- exploring whether a question about equalities could be included in feedback form for research team support.

6.2 Note here how you intend to monitor the impact of this policy/practice/process/service on equality groups. *In the table below you should:*

- *list the relevant measures,*

- *identify who or which team is responsible for implementing or monitoring any changes,*
- *identify where the measure will be reported to ensure any issues can be acted on as appropriate.*

Measure	Lead department/ individual	Reporting (where/ frequency)
New research programme development process that includes equality factors	Policy Projects Manager	Director of Strategic Development, as required
Routine completion of risk register for research projects	Policy Projects Manager	Director of Strategic Development, as required

6.3 EqIA review date.

This EqIA should be reviewed as part of the post-implementation review of the policy/practice/process/service. The date should not exceed three years from the policy/practice/process/service implementation date.

03/05/2027

Step 7 – Assessment sign off and approval

Once final consultation has been undertaken with Corporate Policy Officer (Equalities), all equality impact assessments must be signed off by the relevant Director or Senior Responsible Owner (SRO), even where an EqIA is not required. The Chief Executive must approve all equality impact assessments. Note the relevant dates here:

Director/SRO sign off: 05/01/2024
Chief Executive approval: 29/04/2024

All full equality impact assessments must be published on SLAB's website as early as possible after the decision is made to implement the policy, practice, process or service.