

## Public Sector Equality Duty Checklist

Decision / policy being made / amended / reviewed: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Have you considered whether the decision will have a **negative** impact on equality, by creating or contributing to a risk of:
  - (a) Discrimination?
  - (b) Harassment?
  - (c) Victimisation or any other such conduct?
  
2. Have you considered whether the decision could have a **positive** impact on equality by:
  - (a) Eliminating unlawful discrimination, harassment or victimisation?
  - (b) Advancing equality of opportunity by removing or minimising disadvantages suffered by protected groups?
  - (c) Advancing equality of opportunity by taking steps to meet the needs of protected groups where they are different from the needs of other people?
  - (d) Advancing equality of opportunity by encouraging people from protected groups to participate in public life or other activities where their participation is low?
  - (e) Fostering good relations between people who share a protected characteristic and those who do not?
  
3. Which elements of the PSED are most relevant to the decision [*circle all relevant*]?

**Negative:** (a) (b) (c)                      **Positive:** (a) (b) (c) (d) (e)
  
4. Which protected groups may be impacted by the decision [*circle all relevant*]?

*Race    Sex    Age    Sexual Orientation    Religion/Belief    Gender reassignment*  
*Disability    Pregnancy & Maternity    Marriage/Civil Partnership (employment only)*
  
5. Have you considered what evidence is available and if you need more evidence to support your assessment of what PSED considerations apply?
  
6. Have you consulted with interested groups and/or considered whether any interested groups should be consulted?
  
7. If the decision could have a **positive** impact, have you taken steps to achieve that?
  
8. If the decision will have a **negative** impact have you considered whether the negative impact can be remedied?
  
9. If the negative impact cannot be remedied, have you considered:
  - (a) Whether the policy can be justified and if that justification is supported by evidence?
  - (b) Whether any steps can be taken to mitigate the negative impact?
  
10. Where appropriate, have you kept additional records of your findings in relation to the points above and any additional considerations?

## Notes

You can use the space below to make notes of your findings. These might include:

- An explanation for your decision regarding positive and/or negative impact
  - Any evidence you already have or need to obtain
  - If you have consulted or need to consult further
  - What positive steps you think could be taken and how you will implement them
  - What steps need to be taken in mitigation
  - What justification there may be for a negative impact
  - What the next steps are, including what committees will approve any recommendations
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