**Diversity Impact Assessment**

Guidance for completing each section is provided in the

[**Everyone Guide to Diversity Impact Assessments**](http://connectdocs/NetworkRail/Documents/CorporateServices/HR/InformationCentre/EmployeeHandbook/Everyone%20Guide%20to%20Diversity%20Impact%20Assessments.pdf)

**Name of policy, programme or project:**

**Your Name: Your Job Title:**

**Your Email: Department:**

**Document Ref: DIA Version No:**

**Step 1: Clarifying Aims**

**Q1. What are the aims of this project/piece of work?**

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**Q2. Could this work impact on people? If yes, briefly explain how (**considering our duty to promote equality, tackle discrimination and foster good relations between groups).

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**Step 2: The Evidence Base**

**Q3. Record here the data you have gathered about the diversity of the people potentially impacted by this work e.g. from the 2011 national census or from HR Shared Service. You should also include any research on the issues affecting inclusion in relation to your work**.

Consider evidence in relation to all the protected characteristics;

- Disability including Carers[[1]](#footnote-1) - Age

- Pregnancy/maternity - Race

- Religion or belief - Gender

- Sexual orientation - Marriage/Civil Partnership

- Gender reassignment

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**Step 3: Impact**

**Q4. Given the evidence listed at step 2, what potentially negative impacts could this work have on people with protected characteristics?**

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| **Protected Characteristic** |  | **Explain the potential negative impact** |
| **Disability** e.g. the impact of a new online process on dyslexic staff or the impact of changes to how passengers get to a platform on someone who cannot use stairs. | Y/N |  |
| **Age** e.g. the impact of changes to long-service benefits on younger and older staff or the impact of a long alternative route to close a level crossing on an older person with a long-term health issues | Y/N |  |
| **Pregnancy / maternity** e.g. the impact of team relocation on a woman who is on maternity leave or the increase in height of a footbridge over the railway | Y/N |  |
| **Race** e.g. the impact of psychometric testing on the recruitment of people who don’t have English as a first language or the gentrification of an area following station redevelopment that makes retail outlets too expensive for local businesses | Y/N |  |
| **Religion or belief** e.g. the impact of a new expenses policy on meal times or the closure of a level crossing between a community and its place of worship | Y/N |  |
| **Gender** e.g. the impact of a local decision to adopt arbitrary ‘core hours’ on women who are more likely managing childcare issues or the impact of changes in parking policies on women who are more likely to start work later due to childcare issues | Y/N |  |
| **Sexual orientation** e.g. the impact of a decision to invite partners to an away day on a gay man who hasn’t disclosed his sexual orientation or the secondment of a lesbian member of staff to a project in a country where this would be a risk to life / human rights | Y/N |  |
| **Marriage/Civil Partnership** e.g. the impact of the extension of private health care to spouses | Y/N |  |
| **Gender reassignment** e.g.the impact of a decision to publish Oracle gender data on a new intranet staff finder page or the impact of a decision to not let staff use taxis for late night events in high risk areas | Y/N |  |

**Q5. What could you do to ensure your work has a positive impact on diversity and inclusion including by supporting delivery of the** [**Everyone Strategy**](http://connectdocs/NetworkRail/Documents/CorporateServices/HR/InformationCentre/EmployeeHandbook/Network-Rail%27s-Everyone-Diversity-and-Inclusion-Strategy.pdf)**.**

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**Step 4:** [**Consultation**](#Step_4)

**Q6. How has consultation with those who share a protected characteristic informed your work?**

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| --- | --- |
| List the groups you have consulted or reference previous relevant consultation?[[2]](#footnote-2) | What issues were raised in relation to one or many of the protected characteristics? |
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**Q7. Where relevant, record any consultation you have had with Network Rail teams who are delivering work that might overlap with yours. This will ensure that our solutions are joined up.**

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**Step 5: Informed Decision-Making**

**Q8. In light of the assessment above, what is your decision?**

Please tick one box and provide a rationale (for most DIAs this will be box 1).

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| --- | --- |
| 1. Change the work to mitigate against potential negative impacts found |  |
| 2. Continue the work because no potential negative impacts found |  |
| 3. Justify and continue the work despite negative impacts (please provide justification) |  |
| 4. Stop the work because discrimination is unjustifiable and no obvious ways to mitigate |  |

**Step 6: Action Planning**

**Q9. What specific actions will be taken to deliver positive impacts and address any potentially negative impacts identified at step 3 or through consultation?**

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| --- | --- | --- |
| Action | By when | By who |
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| **Review this DIA** |  |  |

**Step 7: Sign off**

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| --- | --- | --- | --- |
| Name | Position | Signed | Date |
| DIA Owner |  |  |  |
| [Superuser](file:///\\RSHQ-SR1-F05\HQ07GROUPS\Diversity%20and%20Inclusion\Access%20and%20Inclusion\Diversity%20Impact%20Assessments\Forms%20and%20Templates\)[[3]](#footnote-3) |  |  |  |
| Senior Manager[[4]](#footnote-4) |  |  |  |

If you don’t have a local superuser or if your project has been to BEAP please send your DIA for quality assurance to [DiversityImpactAssessment@networkrail.co.uk](mailto:DiversityImpactAssessment@networkrail.co.uk)

To help us respond more quickly please make sure you have;

1. Sent your DIA as a Word document not a PDF
2. Used this naming convention ‘**Name of project-Draft DIA’**
3. Used the correct [DIA form](http://connect/CorporateServices/HRonline/DIP/The-Public-Secto-Equality-Duty.aspx) with no additional pages e.g. ‘not for circulation cover-sheets’
4. Included any relevant maps / diagrams needed to understand your project
5. Completed all sections of the DIA in line [with guidance](http://connect/CorporateServices/HRonline/DIP/The-Public-Secto-Equality-Duty.aspx) and training

**Step 8: Publication**

Send yourfinal DIAs to [DiversityImpactAssessment@networkrail.co.uk](mailto:DiversityImpactAssessment@networkrail.co.uk). Customer related DIAs will be published on our website**.**

1. Including those with physical, mental and hidden impairments as well as **carers** who provide unpaid care for a friend or family member who due to illness, disability, or a mental health issue cannot cope without their support [↑](#footnote-ref-1)
2. This could include our staff networks, the Built Environment Access Panel, local faith leaders etc. [↑](#footnote-ref-2)
3. Quality assurance check. [↑](#footnote-ref-3)
4. Sign-off should be by someone who can approve policy, programme or budget changes. [↑](#footnote-ref-4)