

## Equality Impact Assessment Internal Review and Sign-off Process

1. EIAs are sent automatically to the [EIAs](#) inbox once an EIA has been submitted for review by the EIA owner.
2. The **Primary EIA Assessor** is the EDI Compliance Manager, who is responsible for reviewing and consulting on all EIAs for final decisions. **Secondary EIA Assessors** are other members of the EDI Team (Eleanor Glanville Institute). **The EIA inbox will be monitored daily.**
3. The EIA Assessor reviews the EIAs, consulting with members of the EDI team and other stakeholders, if appropriate, to ensure diversity of thought and minimise unconscious bias.
4. **Feedback** on the decision is provided by the EIA Assessor via the comments box in **Stage 5** of the digital EIA form, giving reference to specific questions in the EIA.
5. The feedback is then sent back to the EIA owner for review.
6. Feedback will be given in a timely manner, ideally within 7 days from receipt of the EIA for review.
7. The EIA owner reviews the feedback, makes any changes to the EIA as necessary, and sends for review again.
8. The EIA Assessor will then either give **further feedback, approve** or **deny** the request. Approving or denying a request will essentially close the EIA.
9. The EIA will be assigned a **reference number** and sent to the **EIA central store** for the Administrator to view.
10. The system generates an email to both the EIA owner and the EIA inbox on the review date specified in Stage 5.