

## North View Housing Association Equality Impact Assessment Tool



Name of the <b>policy / proposal</b> to be assessed	The Requirements of Writing Act Policy	Is this a <b>new policy / proposal</b> or a revision?	Revision
Person(s) responsible for the assessment	Alison Main		
<b>1. Briefly describe the aims, objectives and purpose</b> of the policy / proposal	The purpose of this Policy is to establish a series of controls to help reduce the risk of someone signing a document or deed without the prior authorisation of the Management Committee.		
<b>2. Who is intended to benefit</b> from the policy / proposal? <i>(e.g. applicants, tenants, staff, contractors)</i>	The Policy applies to all Management Committee members and Senior Staff.		
<b>3. What outcomes are wanted</b> from this policy / proposal ? <i>(e.g. the benefits to customers)</i>	The intended outcome is to ensure that relevant documents are signed and processed in the correct manner and in accordance with the Requirements of Writing Act (Scotland) 1995 Act.		

4. Which **protected characteristics** could be **affected** by the proposal? (*tick all that apply*)

- Age       Disability       Marriage & Civil Partnership       Pregnancy/Maternity       Race  
 Religion or Belief       Gender       Gender Reassignment       Sexual Orientation

5. If the policy / proposal is not relevant to any of the **protected characteristics** listed in part 4, state why and end the process here.  
This Policy does not impact (positively or negatively) on any protected characteristic.

	Positive impact(s)	Negative impact(s)
6. Describe the <b>likely positive or negative impact(s)</b> the policy / proposal could have on the groups identified in part 4		

7. What **actions** are **required** to address the impacts arising from this assessment? (*This might include; collecting additional data, putting monitoring in place, specific actions to mitigate negative impacts*).

Signed: Auson Main (Job title): Director

Date the Equality Impact Assessment was completed: 2<sup>nd</sup> August 2022

***Please attach the completed document as an appendix to your policy / proposal report***