[Your address]

Equality Officer

[Name of Public Authority]

[Address]

[Date]

Dear

**Formal complaint: breach of equality scheme - failure to screen [policy name]**

In accordance with the procedure in chapter 4 of your approved Equality Scheme I am writing to lodge a formal complaint that the [name of public authority] has failed to abide by the scheme in relation to the above policy decision.

[Insert some background on the decision not to screen, what impact this will have]

In light of the above impact I am a person directly affected by the policy decision.

The following paragraphs of your approved Equality Scheme state:

4.5 Screening is completed at the earliest opportunity in the policy development/review process. Policies which we propose to adopt will be subject to screening prior to implementation. For more detailed strategies or policies that are to be put in place through a series of stages, we will screen at various stages during implementation.

4.6 The lead role in the screening of a policy is taken by the policy decision maker who has the authority to make changes to that policy. However, screening will also involve other relevant team members, for example, equality specialists, those who implement the policy and staff members from other relevant work areas. Where possible we will include key stakeholders in the screening process.

4.14 If a consultee, including the Equality Commission, raises a concern about a screening decision based on supporting evidence, we will review the screening decision.

It has become evident that the [name of public authority] has simply decided not to screen this policy and is hence in breach of its statutory equality scheme. I look forward to receiving a response to this complaint in compliance with chapter 8 of your equality scheme.

Yours sincerely