[Your address]

Equality Officer

[Name of Public Authority]

[Address]

[Date]

Dear

**Formal complaint: breach of equality scheme - failure to Equality Impact Assess (EQIA) [name of policy]**

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 equality scheme in relation to the above policy decision.

[Insert some background on the decision and 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:

4.11 If our screening concludes that the likely impact of a policy is ‘major’ in respect of one, or more, of the equality of opportunity and/or good relations categories, we will normally subject the policy to an equality impact assessment. This screening decision will be ‘signed off’ by the appropriate policy lead within [insert name of public authority].

4.16 An equality impact assessment (EQIA) is a thorough and systematic analysis of a policy, whether that policy is formal or informal, and irrespective of the scope of that policy. The primary function of an EQIA is to determine the extent of any impact of a policy upon the Section 75 categories and to determine if the impact is an adverse one. It is also an opportunity to demonstrate the likely positive outcomes of a policy and to seek ways to more effectively promote equality of opportunity and good relations.

4.17 Once a policy is screened and screening has identified that an equality impact assessment is necessary, we will carry out the EQIA in accordance with Equality Commission guidance. The equality impact assessment will be carried out as part of the policy development process, before the policy is implemented.

4.18 Any equality impact assessment will be subject to consultation at the appropriate stage(s).

It has become evident that the [name of public authority] has simply not conducted an EQIA at the earliest stage possible, in line with the Equality Commission Guidance and before the implementation of the policy. The EQIA also needs to be consulted on in line with the consultation commitments set out in Chapter 3 of the scheme. Hence I believe you to be in breach of your statutory equality scheme and look forward to hearing from you in the timeline set out in Chapter 8 of your scheme.

Yours sincerely