The New Policy Record Sheet is intended to provide guidance for the development of a new Policy. When bringing forward for committee approval, the record sheet should be appended to the new policy for information purposes.

# **New Policy Record Sheet**

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| Policy Title |  |
| Policy Owner  |  |

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| Are there existing policies that as a result of the development of this policy need to be reviewed? If yes, please indicate below which ones. |
| Are there other existing policies that overlap or are closely related to this policy? Are there any existing policies which are referenced in this policy or on which this policy is dependant? If yes, which indicate below which ones. |
| What consultation took place as part of the development of this policy? Please list the groups or individuals. |
| Please outline the potential impact of the new policy, if known, on internal and external stakeholders. |
| Are there financial implications from the new Policy e.g. extra costs or posts required to implement it? If so, please outline those costs and how it is proposed to fund them. |
| Please outline how the new policy will be communicated to internal and external stakeholders. |
| Please outline how the impact of the new policy will be monitored. |
| Please outline how compliance with the new policy will be monitored.  |
| **Equality Impact Assessment** 1. Has consideration been given to any potential impact (direct or indirect) of the revised policy on staff, students and the public under the following areas: Gender, Civil Status, Family Status, Age, Disability, Race/Ethnicity, Sexual Orientation, Religious belief[[1]](#footnote-1), Membership of the Traveller Community, People at Risk of Poverty and Social Exclusion (positive, negative or no impact)?[[2]](#footnote-2)
2. Does the policy have the potential to advance equality of opportunity (by ensuring that every individual has an equal opportunity to access and avail of any service or function, programme or policy) and protect human rights?
3. Have steps been taken to eliminate or reduce any negative impact(s) identified in a. above?
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1. Religious belief includes religious background and those who have no belief. [↑](#footnote-ref-1)
2. Please note there may be potential for a disproportionate negative impact on individuals due to overlapping and interdependent equality characteristics. [↑](#footnote-ref-2)