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Equality Impact  
Assessment

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Document type:  
Guidance

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Improvement and HR

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Realising our potential together



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What is an equality im	

We need to make sure that the way we deliver services does not have an adverse impact on people from different equality groups, both customers and employees.

The Equality Impact Assessment (EqIA) is a process that helps you to undertake a full assessment of the council's functions and policies.

The EqIA will help you to assess whether we are likely to have an adverse impact on the diverse groups of people within Argyll and Bute. The EqIA will also help the council to make the most of opportunities to promote good relations between different groups. The EqIA will help to ensure that the council meets the

An Equality Impact Assessment involves assessing the likely or actual effects of policies or services on people in respect of their race, gender, disability, age, religion or belief, sexual orientation, marriage and civil partnership, gender reassignment and pregnancy and maternity.

### **Stage 1 - Rapid Impact Assessment (RIA)**

This is a short exercise that involves considering the overall policy or service and deciding if it is relevant to equality. The basic rule is that if people are affected by what we do then we need to carry out an equality impact assessment.

### **Stage 2 carrying out a full equality impact assessment**

Stage 2 examines in detail the proposal to find out what kind of equality impact there might be and which groups of people it will affect most. There are 8 steps in the process:

- Step 1 – identify the purpose of your policy or service
- Step 2 – assess the impact using information and evidence
- Step 3 – remove or reduce a negative impact
- Step 4 – make sure the policy or service promotes equality
- Step 5 – arrange to monitor and evaluate the policy or service
- Step 6 – sign off the equality impact assessment
- Step 7 – arrange to publish the equality impact assessment
- Step 8 – review the policy or service and update the equality impact assessment



disproportionately affected by decisions; or whether more could be done to foster good relations.

The evidence gathered is important, given the potential for people with



**Part 1: Description/Consultation**

Date of Assessment: 12 January 2018



<p><b>6.</b> Please give details of council officer involvement in this assessment.</p> <p>(e.g. names of officers consulted, dates of meetings etc)</p>	<p>Jennifer Swanson</p>
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**7.** Is there a need to collect further evidence or to involve or consult protected characteristic groups on the impact of the proposed policy?

(Example: if the impact on an individual or group is not known what will you do to gather the information needed and w

**Part 2: Protected Characteristics**

Which protected characteristics will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic group is not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

If there is a negative impact against a protected characteristic then a full EqIA (Stage 2) should be completed.

Protected Characteristic	Positively	Negatively	No Impact	Not Known
Age			X	
Disability			X	
Ethnicity			X	

**Part 3: Impacts/Monitoring**

<p>1. Have any positive impacts been identified?</p> <p>(We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)</p>	<p>No</p>
<p>2. Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc.bs</p>	

Equality Impact Assessment may be required.)	
6. How will the policy be monitored?  (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)	Staff feedback through managers

#### Part 4: Contact Information

**Name of Department : Development and Infrastructure-Roads and Amenity Services**

<b>Manager Responsible</b>
<b>Name:</b> Tom Murphy
<b>Designation: Operations Manager</b>
<b>Telephone: 01436 865890</b>
<b>Email: <a href="mailto:tom.murphy@argyll-bute.gov.uk">tom.murphy@argyll-bute.gov.uk</a></b>

<b>Signature Lead Officer:</b>	<b>Date:</b>
<b>Signature of Director/Head of Service:</b>	<b>Date:</b>
<b>Name of Director/Head of Service: Jim Smith</b>	
<b>Date of Next Policy Review:</b>	

## 1: Policy or function details

<p>Name of policy or function</p> <p><i>(Insert the name of the policy, strategy, project, funding application, initiative or financial decision)</i></p>	
<p>Lead officer/person</p> <p><i>(The name of the officer who is responsible for developing the policy)</i></p>	
<p>Supporting team (names/job titles)</p> <p><i>(This should list all members of the team who are providing support to the lead officer in carrying out the EqIA.</i></p> <p><i>This should include at least:</i></p> <ul style="list-style-type: none"><li><i>one person involved in developing the new policy</i></li><li><i>one person from another service who has not been involved in developing the policy</i></li></ul> <p><i>If wider expertise is required then it may be helpful to consider inviting one or two others to join the assessment process including representatives from outwith the council if appropriate</i></p>	

What are the main aims of the policy?

*(bullet points describing the aims of the policy).*

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## 2: What are the likely impacts of the policy?

For each protected characteristic you should identify any particular impact that the policy may have for the group. Impacts could be positive or negative and both should be described.

If there are no impacts on a particular protected characteristic then state your reasons for this within the response box. This demonstrates that you have considered the impact on each characteristic.

<p>Will the policy impact on the whole population of Argyll and Bute?</p> <p>Will the policy impact on particular groups within the population of Argyll and Bute?</p> <p><i>(Specify whether the policy will impact upon the whole community or will there be particular emphasis on one or more groups)</i></p>	
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Consider the following protected characteristics. What are the likely impacts for the group or community?

List any positive and/or negative impacts.

<b>Protected characteristic</b>	<b>Positive and/or negative impacts</b>
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Race: relating to





**Partners data and research**

What evidence has been provided by partners?

Please specify partners.

*Data and information from partner organisations can help to evidence impacts rather than duplicate efforts to consult and involve relevant groups.*

**Gaps and uncertainties**

Have any gaps or uncertainties been identified in your understanding of the

**4: Detailed Action Plan to address gaps in evidence and to reduce negative impacts**

No	Action	Responsible Officer(s)	Timescale
1			
2			
3			
4			

Note: Please add extra rows as required.

**5: Performance monitoring and reporting**

Please describe how the policy will be taken forward. This will act as a record for future reviews and the monitoring of the policy.

When is the policy intended to come into effect?  <i>Insert the date and name of the Committee meeting that will approve the policy.</i>	
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When will the policy be reviewed?

*Insert the dates for the*

## 6: Summary