

# **Glasgow City Council**

## **Equality Impact Assessment (EQIA) Guidance**

**July 2019**

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# Introduction

## What is Equality Impact Assessment (EQIA)?

Most policies, projects, Service Reforms, or Budget Option have wider impacts beyond their intended outcomes, and may also impact differentially on different groups in the population.

The purpose of the EQIA is to ensure that decision makers are fully informed, at a formative stage in the decision-making process.

Identification of a potentially adverse impact does not mean that the option cannot be taken forward. However where there is a potentially adverse impact, measures should be identified that would minimise that impact should the option be approved. If an adverse impact could amount to unlawful discrimination, then adjustments should be made to avert this.

There is a statutory obligation to meet the Public Sector Equality Duty (PSED) in the Equality Act (2010) and the corresponding supplementary 'Specific Duties' contained within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. (A summary of the Equality Legislation Requirements is provided as Appendix B) The legislation imposes duties on all Scottish Local Authorities with the express purpose of enabling the better performance of the PSED contained in s149 (1) of the Equality Act 2010. This requires Local Authorities to be proactive in promoting equality, eliminating unlawful conduct and fostering good relations.

The legislation requires that people are not discriminated against, harassed or victimised on the grounds of

- age,
- disability,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race,
- religion or belief (including lack of belief),
- sex,
- sexual orientation.

These are called '**protected characteristics**'. In exercising its functions a Local Authority must advance equality of opportunity between those who share a relevant protected characteristic and those who do not.

EQIA is one way to ensure public policies meet these legal requirements. Assessing the likely impact of our plans and services also makes good business sense for the Council, as it is important in developing any proposal to understand the needs of different population groups.

One of the main aims of the PSED is to improve transparency and accountability and this is also a priority for the Council when it comes to reporting on potential policy changes and other equality related issues.

### Definition of policy

The general duty applies across everything an authority does. The legislation, together with this guidance, uses the term 'policy' for what is being assessed. Thus, 'policy' should be broadly understood to embrace a range of different types of functions including strategies, plans, services or proposals as well as provisions, criteria and practices. For example, setting budgets, developing high-level strategies, changing organisational practices such as internal restructuring or proposals for any of the above can be considered as 'policy'.

### Other Key Areas to Consider:

#### Equality, socio-economic disadvantage and health

As well as equality considerations, Glasgow City Council (GCC) has committed to reducing health inequality and improving health outcomes. Importantly, we want to ensure that our policies and services meet the needs of population groups that are known to have poorer health and social outcomes.

The [Fairer Scotland Duty](#) places legal responsibility on particular public bodies in Scotland to pay due regard to (actively consider) how they can reduce inequalities of outcome, caused by socio-economic disadvantage, when making strategic decisions. [Interim Guidance on the Fairer Scotland Duty](#) has been published to give an idea of the areas of interest that can be explored when considering potential socio-economic impacts.

Among the key areas to consider are where these criteria might be more pronounced in in the area being considered:

- Socio economic background of individuals and communities
- Areas of low wealth (eg: prevalence of home ownership/ accumulation of savings etc)
- Material deprivation (how this links to low income)
- Area deprivation (how an area is reflected with SIMD and other indices of relative poverty. Also the relationships between how communities of interest (eg: disability prevalence/ ethnic composition etc) are impacted by poverty and communities of place (geographic factors – and how these can overlap)

Many of these areas, are of course, cross cutting; with regard to Health in particular. For example, access to employment opportunities, reliable transport, good quality housing and education and training will all have wider impacts on people's health and on health inequalities. GCC's revised approach to Equality Impact Assessment (EQIA) considers all of these issues and aims to identify monitor and report potential impacts on equality, diversity, health and health inequality.

### Equality and Human Rights approach

A Human Rights approach should be an embedded consideration in all Equality Impact Assessment. In summary; we need to consider, where applicable, to what (if any) extent policies, projects, Service Reforms, or Budget Options impact on three key strands of Human Rights:

#### Absolute rights:

- the right to life,
- the right to freedom from inhuman and degrading treatment

#### Limited rights:

- the right to liberty,
- the right to a fair trial

#### Qualified rights

- the right to respect for private and family life, home and correspondence
- the right to freedom of thought, conscience and religion
- the right to freedom of assembly and association
- the right to protection of property

Any restriction of Qualified Rights must be:

- In accordance with the law: have a basis in domestic law, safeguards against arbitrary interference, foreseeable
- In pursuit of a legitimate aim: including "the economic wellbeing of the country"; "the protection of health", "protection of the rights and freedoms of others"
- Necessary
- Proportionate
- Not discriminatory

We would recommend the [FAIR](#) based approach when considering Human Rights in the Impact Assessment process:

As with all impact identification; it is important to note, that process of consideration is not limited to identifying those impacts we wish to improve or mitigate, but also where applicable, those **positive impacts** that may enhance the human rights of individual(s).

Please also see the [Scottish Human Rights Commission outline of human rights](#)

### **Who is responsible for doing an EQIA?**

The group responsible for developing, reviewing or revising a policy, plan or service is also responsible for carrying out the EQIA. Support is available from GCC's Corporate Strategic Policy and Planning section; they are able to offer advice and support but will not do the assessment for you.

If there is already a project management or steering group developing the policy under considerations then this group (or a sub group) could serve as the steering group for the EQIA.

It is also essential to have a named responsible lead officer for the EQIA to deliver the assessment, recommendations and action planning if required.

## Step 1. Identify the Policy, Project, Service Reform or Budget Option to be Impact Assessed

The first and most important part of the process is to describe and provide detail on the Project, Service Reform or Budget Option that is being assessed for equality impacts. It is important to describe its purpose, expected duration and outcome focus. This provides the context for what impacts are likely and what the intention of the policy is.

### When should I carry out an EQIA?

In order to fulfil our general duty it is critical that the all services conduct an EQIA in the following circumstances:

- **All** significant policies, strategies and projects should have as a minimum an EQIA screening inbuilt as part of the risk assessment process.
- **All** budget options for the each financial year will require to be EQIA screened. (It is possible to group individual options if they relate to one particular service area)
- **All** Reports to Committee now require Equalities Impacts to be reported either as an EQIA (screening or full report) or as a status report on Equalities considerations.
- Significant service reforms **may** require a Full Report to be completed, or as a minimum, a justification in a Screening Report as to why the Full Report was unnecessary.

Once a decision is take to undertake an Impact there are two key types of EQIA.

- **Equality Impact Assessment Screening**

A screening can be undertaken as part of a scoping exercise prior to a full report, or it can stand alone as final summary if no significant Equalities Impacts are identified or arise subsequently in the policy or plan implementation

- **Equality Impact Assessment Full Report**

A full report should be conducted for a significant service reform, or where a Screening indicates an area or areas that require more detailed consideration.

For the purposes of the guidance the term **EQIA** refers to both Screening and Full Assessment unless otherwise stated.

## Step 1- Project, Service Reform or Budget Option

It is crucial that the work involved should be documented on an ongoing basis so that the report is completed throughout the process rather than as an onerous task at the end. Well documented records will also be required in the event that a policy ever has to be objectively justified.

### Project Initiation Document (PID)

All significant Projects will have their own **Project Initiation Document (PID)**. EQIA should be **embedded** as part of the overall **Risk Management Strategy**, and as such will necessarily be considered and documented at each decision point in the process.

Within every **Project Initiation Document (PID)** the information and stages below should be included.

| Stage    | Activities   |
|----------|--|
| Scoping  | <b>Step 1:</b> Identify the Policy, Project, Service Reform or Budget Option (refer to EQIA Screening where appropriate) |
| Planning | <b>Step 2:</b> Gather Evidence<br><b>Step 3.</b> Assessment & Differential Impacts                                       |
| Closing  | <b>Step 4</b> - Outcomes, Action & Public Reporting<br><b>Step 5</b> - Monitor, Evaluate & Review                        |

Should you require more information on project management you can complete the eLearning course on [GOLD](#)

































## Step 2. Gathering Evidence & Stakeholder Engagement

### EQIA Evidence Matrix

EQIA recommendations need to be based on evidence of impact and relevance.

Policies will have already to some extent; be based on evidence. Before conducting an EQIA it is important to summarise the evidence that has informed the proposal to date. The new **EQIA Evidence Matrix** (below) provides a starting point for the consideration of the potential impacts by protected characteristic, cross referenced with some key areas where impacts might be discernable.

|                                   | <i>Age</i>  | <i>Disability</i>   | <i>Ethnicity</i>  | <i>Gender</i>   | <i>Religion</i>   | <i>Sexual Orientation</i>  | <i>Pregnancy &amp; Maternity</i>  | <i>Marriage &amp; Civil Partnership</i>   |
|-----------------------------------|---|---|---|---|---|--|---|---|
| General Info                      |    |    |    |    |    |    |    |    |
| Access to services                |   |   |   |   |   |   |   |   |
| Poverty/low income                |  |  |  |  |  |  |  |  |
| Health                            |  |  |  |  |  |  |  |  |
| Education                         |  |  |  |  |  |  |  |  |
| Employment                        |  |  |  |  |  |  |  |  |
| Discrimination                    |  |  |  |  |  |  |  |  |
| Hate Crime/Safety                 |  |  |  |  |  |  |  |  |
| Social Exclusion/Civic Engagement |  |  |  |  |  |  |  |  |
| Economic Activity                 |  |  |  |  |  |  |  |  |
|                                   |   |   |   |   |   |  |   |   |

The link below connects directly to the live matrix:

[Equalities Impact Assessment Evidence Matrix](#)

### Other Sources

The evidence matrix is intended **only to be a starting point** for consideration of any potential impacts on the equality groups defined within the key protected characteristics. The matrix above is not exhaustive and other sources should also be considered.

These might include further detail on the following:

- Data on populations in need
- Data on service uptake/ access
- Data on quality/ outcomes
- Research evidence/ literature review
- Findings from stakeholder consultation
- EQIAs on similar policies or EQIA's conducted by other authorities

### Further guidance on Evidence Gathering

If you require further information on Evidence Gathering, Glasgow City Council has produced some guidance on potential tools for Evidence Gathering (based on the Equality and Human Rights approach). This is available at the link below.

[Further Guidance On Gathering Evidence](#)

It is not essential to follow the detail of all the approaches outlined in this additional guidance document, as some areas may be more relevant than others, however clearly some approaches will be very pertinent to evidence gathering.

This guidance also references the initiation of a **Scoping workshop**.

A **Scoping workshop/exercise** is merely a meeting or communication between relevant professionals to discuss the potential early stage impacts of a **Project, Service Reform or Budget Option**, and this can take any form of that is deemed appropriate

- A meeting
- Email and/or phone communication
- A focus group of professionals
- Any other communication between professionals intended to look at an early stage at potential impacts

## Step 3. Assessment & Differential Impacts

There are two key stages in the Equalities Impact Assessment Process:

### Stage 1: Screening

As noted above, a screening should ideally be carried out at the outset of a policy, service reform, or budget proposal in order to embed consideration of equalities at the earliest part of the project plan or process.

In order to complete an EQIA screening it is important to reflect on all the available strategic documents associated with the proposed policy, service reform, or budget change, and any early stage indications that the direction of any activity will have differential impacts on protected characteristics.

Where appropriate, it is also advisable to reflect evidence, in the form of reports, the result of consultations, external academic research, and in-house research to support the aims of the policy, service reform, or budget initiative.

This early stage work should highlight areas of interest covering the following:

- Positive and Negative impacts across all protected characteristics.
- An indication of the degree of potential impact, and whether this is judged to have a High, Medium or Low impact potential.
- It should also provide a guide to whether any impacts identified would could be mitigated by an amendment to the policy, budget or service reform proposal

After completing an EQIA screening exercise, it is important to conclude whether **more detailed work is required** to address any areas of significant concern. Or whether **no significant impact** has been identified

If **no significant impact** is identified by the screening report, a full impact assessment report does not need to be completed. However, it is important that a **review of the screening can be actioned at any time** through the appropriate strategic mechanisms associated with the policy, service reform, or budget change if unforeseen consequences arise or new information becomes available.

If significant negative impacts are identified, or areas of concern arise that require further investigation, the process moves to **Stage 2: Full Impact Assessment**

### Stage 2: Full Impact Assessment

If there are any areas that arise as part of the screening process that require further investigation or highlight areas of concern with regard to likely impacts across any or all protected characteristics, then it is recommended that a full impact assessment report be conducted.

The primary structure of the Full Impact Assessment report should mirror precisely the key stages for conducting a screening report, and be structured under these key headings as follows.

- Identify the Policy, Project, Service Reform or Budget Option (refer to EQIA Screening where appropriate)
- Gathering Evidence & Stakeholder Engagement
- Assessment & Differential Impacts
- Outcomes, Action & Public Reporting
- Monitor, Evaluate & Review

### Screening

It is expected that in most cases a Screening Report will have been conducted prior to a Full Assessment being required, and the findings of the report should inform the introduction to the report; and provide the context and background, to underpin the purpose and direction of the Full Impact Assessment.

### Gathering Evidence & Stakeholder Engagement

Typically a Screening Report will refer to relevant consultations and established evidence where appropriate. As before, the evidence available via the Equalities Evidence matrix should be used as starting point to reflect on the potential impacts on the equality groups defined within the key protected characteristics.

#### Community engagement and consultation

A Full Impact assessment process may require a direct consultation and evidence gathering to be undertaken. This may in turn require engagement with Stakeholders and Service Users directly and/or those indirectly affected by the proposed policy, service reform, or budget change.

#### Proportionality

As explained earlier, the extent to which policies should be subject to impact assessment will depend on questions of relevance and proportionality as well as impact on equality of opportunity in respect of protected groups. Efforts should be

## Step 3 – Assessment & Differential Impacts

concentrated on assessing to a greater extent the impact of functions which are most relevant to equality. A more detailed assessment may be needed if there is uncertainty, about which impacts are most significant and how, or if, the proposal should be adjusted.

### Assessment and Differential Impacts

Using the Evidence Matrix, and all other appropriate and relevant sources, an assessment of likely impacts across the protected characteristics should emerge.

#### Key Questions to Address

The Assessment should highlight areas of interest covering the following:

- Positive and Negative impacts across all protected characteristics.
- Scale of the Impact: An indication of the degree of potential impact, and whether this is judged to have a High, Medium or Low impact potential.
- Anticipated duration of the impact if relevant
- Whether there is a specific differential impact to a particular protected characteristic or characteristics
- Or if the impact is more wide ranging and general in its effect.
- Whether any impacts identified would could be mitigated by an amendment to the policy, budget or service reform proposal

For Full Impact Assessment these areas should be considered in detail. Where other impact areas are identified that do not relate directly to the protected characteristics, these should also be recorded, as they may help to inform any wider Risk Assessment of the Policy, Project, Service Reform or Budget Option being considered.

#### Learning for future EQIAs

If as part of the Assessment and Evidence Gathering process additional evidence is gathered which is considered of potential use for future EQIA, this should be submitted to Corporate Policy: Strategic Policy Planning, so that it can be included as part of the Equality Evidence matrix if appropriate:

[Equality@glasgow.gov.uk](mailto:Equality@glasgow.gov.uk)

**This allows the Equalities Evidence matrix to remain responsive and relevant to Services.**

## Step 4. Outcomes, Action & Public Reporting

### Outcomes

When the evidence has been considered in relation to the proposed Policy, Project, Service Reform or Budget Option, it will be apparent what the likely impacts are. The type, scale, duration, and specificity of the likely impacts will inform the direction of the outcome of the EQIA.

There are four potential outcomes as follows:

- 1. No major change required**  
The Policy, Project, Service Reform or Budget Option is robust and can continue unamended
- 2. Continue the Policy, Project, Service Reform or Budget Option**  
A justification is required for continuing despite the potential for adverse impact
- 3. Adjust or Amend the Policy, Project, Service Reform or Budget Option**  
Remove barriers, make changes to better advance equality or remove or mitigate negative impact
- 4. Stop, or Remove the Policy, Project, Service Reform or Budget Option**  
If adverse effects cannot be justified and cannot be mitigated.

### Action Planning

In the case of the latter two outcomes noted above (3 & 4), an Action Plan should be developed to deliver specific outcomes that support the recommendations of the EQIA. Even in the case where the policy is to be continued (2), and mitigating action is being taken to address negative impact, an action plan will most likely require to be developed.

The Strategic or Planning Group overseeing the Policy, Project, Service Reform or Budget Option, has the responsibility for delivering the outcomes of the Action Plan. The Action Plan should be a standing item on the agenda of the Strategic or Planning Group until the Actions have been completed.

It also expected that a named individual(s) is assigned as lead(s) to complete the actions identified in the Action Plan. This allows for transparency and scrutiny when following up the outcomes of the EQIA.

### Public Reporting

Public authorities are required by law to publish the results of any EQIA (Screenings and Full Assessments) in respect of an implemented policy within a reasonable

## Step 4. Outcomes, Action & Public Reporting

period. Each Service Department is responsible for publishing any and all EQIAs undertaken by that Department on the Council public website and Intranet.

Corporate Policy will take responsibility for linking to these EQIA reports from its Public Performance Reporting section on the Glasgow City Council website.

Once the EQIA Screening or Full Assessment including the recommendations has been agreed by the appropriate Manager or the relevant Policy, Strategic or Operational Group, it should then be signed off by one or both before, prior to submission to Corporate Policy Strategic Policy and Planning, and publication on Council media.

The EQIA Final Full Assessment Report should be emailed to

[Equality@glasgow.gov.uk](mailto:Equality@glasgow.gov.uk)

### **Presenting the evidence and making recommendations**

For each of the impact areas prioritised summarise the impacts in terms of the protected characteristics affected and the likelihood and severity of the impact.

Recommendations should be based on evidence and aim to mitigate adverse impacts or enhance positive impacts.

If appropriate it may be possible to identify a preferred policy amendment option based on the evidence. The relevant Policy or Strategic Group should consider the EQIA and agree the recommendations to improve the policy. All decision making should be recorded.

## **Do I Need To Complete A Health Impact Assessment (HIA)?**

GCC's approach to EQIA aims to identify any unintended equality or health impacts that may arise from a proposal. Health Impact Assessment (HIA) involves a more detailed assessment of equality, inequality of access to services, health and, in addition, human rights impacts.

For most proposals an EQIA should be all that is necessary to highlight the issues that will need to be addressed and no further assessment will be necessary.

In some cases, involving major strategies or plans, it may be decided that a full HIIA (including human rights impacts) will be required. Guidance and supporting documents for HIIA can be found here on Health Scotland's website at the following link:

[Health Impact Assessment Guidance](#)

## Step 5. Monitor, Evaluate & Review

### Reporting EQIA Findings and Recommendations

A brief summary of the findings of the EQIA, including recommendations and changes made, **must** be reported in any papers about the Policy, Project, Service Reform or Budget Option submitted to Glasgow City Council (GCC) formal committees or other decision making structures.

A copy of the EQIA Screening, or Full EQIA which has been undertaken should also be included in the papers for detailed scrutiny.

#### Monitoring, Evaluation and Review

There will almost certainly be a range of actions that arise from the impact assessment. It is recommended that EQIA recommendations and actions required are **reviewed** after six months if possible and **as a minimum after 12 months**. EQIA review dates should be built into the mainstream Project Management process and the person who owns the policy or strategy should enter the review date in his or her diary to ensure that actions are followed up.

As noted above, it is recommended as a minimum that the Strategic or Planning Group overseeing the Policy, Project, Service Reform or Budget Option, should retain the responsibility for driving the any **Action Planning** resulting from the Impact Assessment and for responding to any issues (unforeseen or otherwise) that arise as a result of policy implementation.

It is also advisable that there is named lead that can monitor, and evaluate and review the progress of any Equality Impacts identified in the Assessment. This person may be contacted by a member of the GCC Corporate Policy for quality control or monitoring purposes to see what the eventual outcomes of your actions were.

#### Changes required to policy and future monitoring and evaluation

The EQIA should be completed in time to inform policy development and implementation.

The impact assessment is likely to raise questions about how the policy will impact on different groups once implemented. This will require monitoring of policy outcomes for each protected characteristic. Monitoring of these equality impacts should be mainstreamed into evaluation of the policy, through the Action Planning process as noted above.

Recommendations for future monitoring of the policy should focus on issues raised by the impact assessment such as:

- Whether the recommendations of the impact assessment are implemented



## Step 5. Monitor, Evaluate and Review

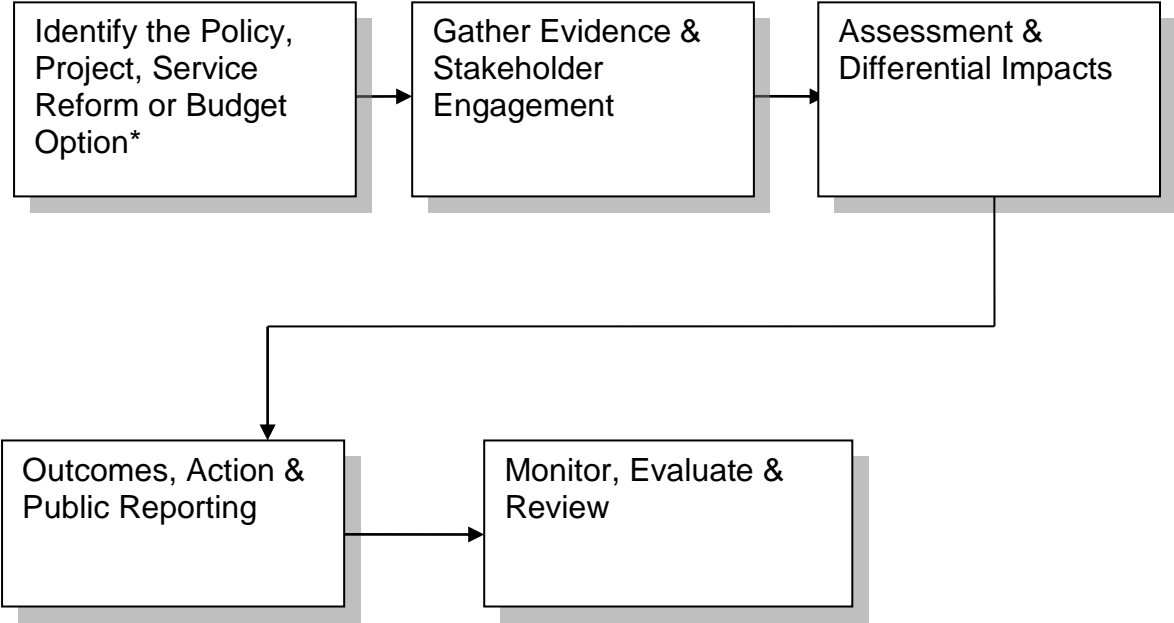
- Outcomes of policy on different protected characteristics using routinely collected equality data to do this
- If the impact assessment has identified gaps in evidence, you might want to recommend action to fill these gaps. This may involve new research or improvements to routine data systems to provide better data.

When monitoring the EQIA Full Assessment outcomes, please detail any recommendations and note (as in the previous section) where an Action Plan has been developed to progress any outcomes relating to the protected characteristics, and report on the delivery of any of the actions supporting the outcome of the EQIA.

### **Quality Assurance**

Periodically, the Corporate Policy Strategic Policy and Planning Team will meet to assess the standard to which EQIAs have been completed. A sample of EQIAs will be reviewed against quality criteria, and against the Equality Impact Assessment guidance.

# Equality Impact Assessment (EQIA) Process



\* Refer to any previous EQIA Screening when Full EQIA being undertaken

# EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful EQIA screening will look at 5 key areas:

1. **Identify the Policy, Project, Service Reform or Budget Option to be assessed**  
A clear definition of what is being screened and its aims
2. **Gathering Evidence & Stakeholder Engagement**  
Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)
3. **Assessment & Differential Impacts**  
Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level
4. **Outcomes, Action & Public Reporting**  
Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publically reported
5. **Monitoring, Evaluation & Review**  
Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

# 1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

b) Reason for Change in Policy or Policy Development

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

d) Name of officer completing assessment (signed and date)

e) Assessment Verified by (signed and date)

## 2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

| Please name any research, data, consultation or studies referred to for this assessment: | Please state if this reference refers to one or more of the protected characteristics: <ul style="list-style-type: none"> <li>➤ age</li> <li>➤ disability,</li> <li>➤ race and/or ethnicity,</li> <li>➤ religion or belief (including lack of belief),</li> <li>➤ gender,</li> <li>➤ gender reassignment,</li> <li>➤ sexual orientation</li> <li>➤ marriage and civil partnership,</li> <li>➤ pregnancy and maternity,</li> </ul> | Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation. |
|--|---|---|
|  |   |   |
|  |   |   |
|  |   |   |

### 3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

| Protected Characteristic  | Specific Characteristics              | Positive Impact<br>(it could benefit an equality group) | Negative Impact –<br>(it could disadvantage an equality group) | Socio Economic /<br>Human Rights Impacts |
|---|---------------------------------------|---|--|--|
| <b>SEX/ GENDER</b>  | Women                                 |   |  |  |
|   | Men                                   |   |  |  |
|   | Transgender                           |   |  |  |
| <b>RACE*</b>  | White                                 |   |  |  |
| <i>Further information on the breakdown below each of these headings, as per census, is available <a href="#">here</a>.<br/><br/>For example Asian includes Chinese, Pakistani and Indian etc</i> | Mixed or Multiple Ethnic Groups       |   |  |  |
|   | Asian                                 |   |  |  |
|   | African                               |   |  |  |
|   | Caribbean or Black                    |   |  |  |
|   | Other Ethnic Group                    |   |  |  |
| <b>DISABILITY</b>   | Physical disability                   |   |  |  |
| <i>A definition of disability under the Equality Act 2010 is available <a href="#">here</a>.</i>  | Sensory Impairment (sight, hearing, ) |   |  |  |
|   | Mental Health                         |   |  |  |
|   | Learning Disability                   |   |  |  |

## EQIA Screening Form

|  |                        |  |  |  |
|--|------------------------|--|--|--|
| <b>LGBT</b>  | Lesbians               |  |  |  |
|  | Gay Men                |  |  |  |
|  | Bisexual               |  |  |  |
| <b>AGE</b>   |                        |  |  |  |
|  | Older People (60 +)    |  |  |  |
|  | Younger People (16-25) |  |  |  |
|  | Children (0-16)        |  |  |  |
| <b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>                                    |                        |  |  |  |
|  | Women                  |  |  |  |
|  | Men                    |  |  |  |
|  | Lesbians               |  |  |  |
|  | Gay Men                |  |  |  |
| <b>PREGNANCY &amp; MATERNITY</b>   |                        |  |  |  |
|  | Women                  |  |  |  |
| <b>RELIGION &amp; BELIEF**</b>   |                        |  |  |  |
| A list of religions used in the census is available <a href="#">here</a> . | See note               |  |  |  |

\* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

\*\* There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

**Summary of Protected Characteristics Most Impacted**

**Summary of Socio Economic Impacts**

**Summary of Human Rights Impacts**



## 4. OUTCOMES, ACTION & PUBLIC REPORTING

| <b>Screening Outcome</b>  | <b>Yes /No<br/>Or /<br/>Not At This Stage</b> |
|---|---|
| Was a significant level of negative impact arising from the project, policy or strategy identified? |   |
| Does the project, policy or strategy require to be amended to have a positive impact?               |   |
| Does a Full Impact Assessment need to be undertaken?  |   |

## Actions: Next Steps

(i.e. is there a strategic group that can monitor any future actions)

| Further Action Required/<br>Action To Be Undertaken | Lead Officer and/or<br>Lead Strategic Group | Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s) |
|---|---|---|
|   |   |   |

## Public Reporting

All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12). If there are any further queries please contact your named Equalities Officer or email [Equality@glasgow.gov.uk](mailto:Equality@glasgow.gov.uk)

## **5. MONITORING OUTCOMES, EVALUATION & REVIEW**

The Equalities Impact Assessment (EQIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EQIA Screening and any actions that may have been take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** will be available to provide support and guidance.

### Legislation

#### **Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012**

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called 'gender reassignment' in law)
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: [Equality Act Guidance](#)

As noted the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices as well as making arrangements to review existing policies and practices gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](#)

#### **Fairer Scotland Duty**

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](#)

#### **Enforcement**

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.