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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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## Introduction

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 commitments set out in its Equality and Diversity Policy.

The HR &OD team hope you find the EqIA process easy to use. If you have any suggestions for improvement please send them to:

HR&OD Team  
Customer Services  
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## Summary

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

For this reason, assessing the impact should be carried out as part of the development and planning stage and afterwards as part of the review stage.

# Stage one: Rapid Impact Assessment

## Part 1: Description/Consultation

Date of Assessment: 6 November 2017
Title of document being assessed: Savings Policy – Transformational Proposals

1.



5.



# Stage one: Rapid Impact Assessment

## Part 3: Impacts/Monitoring

<p><b>1.</b> 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><b>2.</b> Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc.)</p>	<p>Yes, less public conveniences available will have an impact on people with disabilities and pregnancy/maternity.</p>
<p><b>3.</b> What action is proposed to overcome any negative impacts?</p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in t7ia.54i(m)-6(u)-3(n)6(ity)</p>	



**Stage two: form for carrying out a full equality impact  
a**

What are the main aims of the policy?

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

*(Should also include reference to other relevant council documents such as the Corporate Plan and Service Plans)*

reduction in public convenience  
estate to make savings against  
ongoing budget pressures  
opportunities for community  
groups to work with the council  
and develop positive relationships  
and robust partnerships  
opportunities to develop  
sites/assets for the most  
economically advantageous  
purpose

It should be noted that a significant number of PCs will remain open on the basis that they either 1) are self-sufficient through income generated in accordance with section 13(a)-3(f),

## 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.

Will the policy impact on the whole population of Argyll and Bute?	No
Will the policy impact on particular groups within the population of Argyll and Bute?	Yes, as identified in rapid assessment
<i>(Specify whether the policy will impact upon the whole community or will there be particular emphasis on one or more groups)</i>	

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







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

## 6: Summary

### Name of policy: TB09 Public Conveniences

This policy will help the council to meet the general equality duty to eliminate discrimination; advance equality of opportunity; and foster good relations by:

<b>Eliminate discrimination</b>  n/a
<b>Advance equality of opportunity</b>  n/a
<b>Foster good relations</b>  n/a

When completed, the assessment must be signed off by the lead officer and by the relevant Head of Service.

Signed: Tom Murphy  
Lead Officer

Date: 6/2/18

Signed:   
Head of Service

Date: 09/02/18

Completed assessments must be sent to: [equality@argyll-bute.gov.uk](mailto:equality@argyll-bute.gov.uk) for quality control, recording and publishing on the council's website.