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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

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  
Kilmory  
Lochgilphead PA31 8RT

Email: [HRServiceChoices@argyll-bute.gov.uk](mailto:HRServiceChoices@argyll-bute.gov.uk)



## **What is an equality impact assessment and why do we need to do this?**

The equality impact assessment (EqIA) is a process to ensure that the council does not discriminate and where possible the council

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 protected characteristics to be negatively affected by budget decisions and service changes.

Impact assessment is an effective way of improving policy development and service delivery, ensuring that you consider the needs and experiences of customers and of employees.

Impact assessment enables you to:

- Take effective action on equality

- Develop better policies and practices, based on evidence

- Be more transparent and accountable

## **Which policies should be subject to impact assessment?**

All new and reviewed policies and service provision models



## Stage one: Rapid Impact Assessment

### Part 1: Description/Consultation

Date of Assessment: 27/10/17	
Title of document being assessed: <b>TB19 - Remove community transport grants model, with a focus on long-term sustainability</b>	
1. This is a new policy, procedure, strategy or practice being assessed  (If yes please check box)	Transformation Board Option: TB19  <b>TB19 - Remove community transport grants model, with a focus on long-term sustainability</b>
2. Please give a brief description of the policy, procedure, strategy or practice being assessed.	Council support from the Community transport budget would no longer be available to community transport groups such as Red Cross, Mid Argyll Car Volunteers and Interloch Transport, which currently provides a service for vulnerable groups, in the main to and from medical appointments.
3. What is the intended outcome of this policy, procedure, strategy or practice?	Delivery of savings for the Council
4. Please list any existing documents which have been used to inform this Equality Impact Assessment.	Business cases, monthly passenger information submitted by groups and consultation report
5. Has any consultation, involvement or research with protected characteristic groups informed this assessment? If yes please give details.	Yes consultation has been undertaken with service operators and community groups
6. Please give details of council officer involvement in this assessment.	Facility Services Meepe



<p>(e.g. names of officers consulted, dates of meetings etc)</p>	
<p><b>7.</b> Is there a need to collect further evidence or to involve or consult protected characteristic groups on the impact of the proposed policy?</p> <p>(Example: if the impact on an individual or group is not known what will you do to gather the information needed and when will you do this?)</p>	<p>No</p>

# Stage one: Rapid Impact Assessment

## 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	
Gender				X

Gender reassignment

# Stage one: Rapid Impact Assessment

## Part 3: Impacts/Monitoring

No

<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>
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Equality Impact Assessment may be required.)

## Stage two: form for carrying out a full equality impact assessment

### 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>Transformation Board Option: TB19</p> <p><b>TB19 - Remove community transport grants model, with a focus on long-term sustainability</b></p>
<p>Lead officer/person</p> <p><i>(The name of the officer who is responsible for developing the policy)</i></p>	<p>Malcolm MacFadyen</p>
<p>Supporting team (names/job titles)</p>	<p>Facility Services Management Team</p> <p>Integrated Transport Team</p>
<p>What are the main aims of the policy?</p>	<p>Transformation Board objectives, which aim review service delivery and achieve savings.</p>
<p>Who will benefit?</p> <p><i>(A summary of the equality groups that are likely to benefit from the policy)</i></p>	<p>There are no direct beneficiaries from this proposal</p>
<p>Is the policy intended to increase equality of opportunity by permitting positive action or action to redress disadvantage?</p>	<p>The action will lead to withdrawal of council funding for the services.</p>

## 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? Will the policy impact on particular groups within the population of Argyll and Bute? <i>(Specify whether the policy will impact upon the whole community or will there be particular emphasis on one or more groups)</i>	No  Yes: elderly and disabled in some areas where the community groups operate Campbeltown, North of Oban, Mid Argyll and Cowal, if the service is stopped as a result of the withdrawal of council funding. It should be noted that the council is not the only source of funding for these community transport initiatives
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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.

wide range of community groups both operators and representatives of users. The council is not the sole funder for these community transport services, as they currently also access other funds. The consultation feedback indicates that some of the groups consider that the service could not continue without council funding assistance. Others indicates that it might have an impact on other funders and some say that it may have an impact on the service continuing.

Mitigation for this saving will be to support the providers to look for alternative sources of funding and review their business cases to improve sustainability.

Excerpts from the consultation are as follows:

### **British Red Cross has indicated during consultation the following:**

Cutting the funding for the transport would mean having to stop the transport altogether and many of the service users in the rural areas would not be able to attend their group, social

outings or medical appointments.

the social worker or doctor who arranges such facilities, for the family, for the community - is invaluable. The role of the paid co-ordinator has underpinned our



**Protected characteristic**

### 3: Evidence used in developing the policy

Set out the evidence on impacts that you have collected in the development of the policy.

<p><b>Involvement and consultation</b></p> <p>In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who was involved, when and how?</p> <p><i>Both equalities legislation and the duty to achieve best value demand effective consultation and engagement.</i></p> <p><i>Therefore, we need evidence of engagement with those groups that are targeted by the introduction of a new policy.</i></p>	
<p><b>Data and research</b></p> <p>Please specify what research was carried out or data collected, when and how this was done, <b>and what other available research or data did you use?</b></p> <p><i>Set out any local or national data that has been used, in the impact assessment including any relevant guidance that has influenced the development of the policy.</i></p>	





## 6: Summary

### Name of policy:

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> State how the policy will eliminate discrimination
<b>Advance equality of opportunity</b> State how the policy will advance equality of opportunity
<b>Foster good relations</b> State how the policy will affect good relations

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

Signed:  
Lead Officer

Date:

Signed:  
Head of Service

Date:

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