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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:

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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

## **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 uses opportunities to promote equality and good relations between groups.

An EqIA involves anticipating the consequences of the council's functions and policies on different people, making sure that, as far as possible, any negative impacts are minimised or removed and that we make the most of any opportunities for promoting equality.

Carrying out an EqIA involves assessing the likely (or actual) effects of policies on people in respect of what are known as protected characteristics (Equality Act 2010). The protected characteristics are: race, gender, disability, age, religion or belief, sexual orientation, marriage and civil partnership, gender reassignment and pregnancy and maternity.

To help with the assessment process, 2 models have been developed for EqIA's. There is a Rapid Impact Assessment (RIA) which should be completed for all new and revised policies or changes to service delivery models. The second model is the full impact assessment which should be completed if it becomes apparent through completing a RIA that a protected characteristic or groups are likely to be negatively impacted upon.

Under the Equality Act 2010 the council, as a public body, is required to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;

- Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and

- Foster good relations between people who share a protected characteristic and those who do not.

Having "due regard" means giving appropriate weight to equality in proportion to how relevant it is to a particular policy. A robust and detailed EqIA provides the necessary evidence that the council has given due regard to equality issues before taking a decision.

The word policy is used throughout the assessment to include the full range of policies, functions,





# Stage one: Rapid Impact Assessment

## Part 1: Description/Consultation

Date of Assessment: 06/02/18	
Title of document being assessed: TB14 Waste	
<p>1. This is a new policy, procedure, strategy or practice being assessed</p> <p>(If yes please check box)</p> <p>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</p>	<p>TB14 Waste</p> <p>Maximise income from commercial agreements. Review of existing commercial agreements, area staff to visit premises on an individual basis to ensure commercial customers agreements match their waste arisings.</p> <p>Maximise income from B&amp;B and holiday lets (some of which may not be subject to NDR). Carry out exercise regarding all B&amp;Bs and holiday lets. Take action against any premises without appropriate arrangements, offer additional collections on a commercial basis for B&amp;Bs</p>





<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>	n/a
<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>	No

# 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	





## 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>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>	



## **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?





### **3: Evidence used in developing the policy**

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

#### **Involvement and consultation**

In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who was involved, when and how?

*Both equalities legislation and the duty to achieve best value demand effective consultation and engagement.*



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

<b>No</b>	<b>Action</b>	<b>Responsible Officer(s)</b>	<b>Timescale</b>
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.

## 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: