



# **Argyll and Bute HSCP Equality and Socio-Economic Impact Assessment**

## **Guidance Document**

**July 2019**



## 1.0 Introduction

- 1.1 This guidance sets out Argyll and Bute HSCP Equality and Socio-Economic Impact Assessment (EQIA) process, why we have one, and how it is used. The guidance is designed mainly for staff who are legally required to complete an EQIA but may also be of use to anyone else who has a role to play or an interest in the EQIA process or equalities, more generally.
- 1.2 People with equalities duties include:
  - Chief Officers and senior managers
  - Service improvement and planning staff
  - Managers/team leaders involved in service re-design
- 1.3 This guidance and associated documents replace the EQIA guidance and forms produced by NHS Highland. It is based on Argyll and Bute Council EQIA processes.

## 2.0 Why do we do Equality and Socio-Economic Impact Assessments?

- 2.1 The EQIA process enables the HSCP to demonstrate that it delivers on its legal obligations to pay due regard to issues relating to equalities and island communities.

2.3 To ensure that public authorities can demonstrate that they have paid due regard , their legal obligation to undertake an EQIA and a record of the assessment process should be made publicly available. Thus, at the end of the EQIA process, a document is produced that can be clearly and quick

considered:

- Mainland rural population
- Island populations
- Low income
- Low wealth
- Material deprivation
- Area deprivation
- Socio-economic background
- Communities of place
- Communities of interest

3.5 For more information see  
Interim Guidance: <https://www.gov.scot/publications/fairer-scotland-duty-interim-guidance-public-bodies/>

3.6 In addition, there is a duty set out in the Island (Scotland) Act (2018), to consider the impact of proposals on island communities. Thus, the EQIA incorporates co

Completed EQIAs should be tabled at a Clinical and Care Governance meeting for approval

## 5.0 How to use this guidance

5.1 This guidance is designed to help you to understand the HSCP EQIA process and roles and responsibilities within it. This section summarises the steps to be followed when carrying out a EQIA and should be read in conjunction with Appendices 1 to 3:

Appendix 1: Glossary

Appendix 2: Sample form, with annotated notes

Appendix 3: Process Map for EQIA

5.2 An EQIA should take place in parallel with your service proposal as it will ensure that active consideration is given to equalities and island communities throughout the development and decision-making processes.

5.3 Carrying out an EQIA is an iterative process. Depending on the answers you develop at any particular step in the process, you may find that you have to return to an earlier step to revise or refine your proposal and EQIA.

5.4 The amount of effort put into completing the EQIA should be proportionate to the intended impact of the proposal being assessed.

5.5 The steps involved in following the EQ







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## Appendix 1: Glossary

### **Active consideration:**

authority should actively think about whether there are opportunities to reduce inequalities caused by socio-economic disadvantage.

**Area deprivation:** Areas where there are concentrations of deprived households.

**Communities of interest:** refers to groups of people who share an identity or an experience. They do not need to live in the same area, however.

**Communities of place:** refers to people who are bound together because of where they live, work, visit, or otherwise spend a continuous portion of their time. This may include rural, remote and island areas.

**Due regard:** Due regard does not mean that there is an obligation to achieve a result. Public bodies are not required to reduce inequalities of outcomes as part of any decision made under the duty. There may be good reasons why it is not desirable or possible to seek to reduce inequalities in a particular case. However, the public authority should be able to demonstrate that it has considered options and why a decision has been made. Where there are no compelling reasons for not doing so, due regard would suggest that changes should be made.

**Inequalities of Outcome:** measurable differences for communities of interest or of place. Socio-economically disadvantaged households have a higher risk of experiencing negative outcomes.

**Low income:** There is no single definition or measure of low income. Some indicators suggest that low income is where individuals living in households receive below 60% of UK med *Children in Families With Limited Resources Across Scotland 2014-2016* household income below 70% of the Scottish median after housing cost

**Low wealth:** not having access to wealth (including for example, financial products, equity from housing, decent pension, accessible saving). People who have low wealth lack protection from socio-economic disadvantage.

**Material deprivation:** Inability to access basic goods and services.

**Proportionality:** How much regard:-:

- Decisions about the shape, size and location of the estate
- Preparing a Local Outcomes Improvement Plan as part of a CPP
- Preparing locality plans
- Preparation of a Corporate Plan
- Commissioning of a service
- Redesigning a Service.

This list is not exhaustive.

**Protected characteristics:** The protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity, and gender.

## Appendix 2: Sample form, with annotated notes

### Argyll and Bute HSCP: Equality and Socio-Economic Impact Assessment Section 1: About the proposal

<b>Title of Proposal</b>
This should be a written title that has some immediate meaning to the reader.
<b>Intended outcome of proposal</b>
Describe in a single sentence what the intended outcome of the proposal is.
<b>A10.08 412.4is.</b>
<b>Description of proposal</b>

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	Negative	No impact	Positive	Don't know
<b>Protected characteristics:</b>				
Age				
Disability				
Ethnicity				
Sex				

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Include dates of scheduled monitoring activity relating to the EQIA.  
In your monitoring arrangements, you should pay particular attention to any impacts you

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## Appendix 3: Process Map for EQIA

Decide to  
conduct EQIA

- Is a service being implemented or changed?
- Are the impacts major or minor?
- Will people be affected?

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