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### 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.

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

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

Property and Land Services have ambitious plans for the city and have outlined their approach in the Property and Land Strategy 2019 – 2029. Key strategic objectives are as follows:

- X More efficient, sustainable, smaller and better quality estate
- X Agile estate that meets the current and future service delivery needs
- X Achieve revenue cost reductions, increase income and generate capital receipts

As part of the depot rationalisation project Eastern Depot is in scope for closure. PALs have outlined their strategy and long term objectives with Elected Members, Leadership Teams, Operations and Trade Unions.

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

The main outcome focus is to support the Property and Land Services Strategy while ensuring that service delivery within Neighbourhoods and Sustainability is not unduly compromised.

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

Sharon McKechnie 12/2/20

d) Assessment Verified by (signed and date)

David Russell

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**2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT**

The best approach to find out if a policy, etc is likely to impact negatively or positively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. This will provide you with what do you need to know that will provide you with evidence of the needs of the diverse population and their needs.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to; Gender, BME, Disabled people, LGBT, older people, children & young people or faith & belief.	Do you intend to set up your own consultation? If so, please list the main issues that come from this consultation.
Staff Engagement	<p>Feedback from staff is that their preferred method of communication is via their manager.</p> <p>Staff will be collectively informed about the Property and Land Strategy and how this will impact on the N&amp;S Estate with the closure of Eastern Depot.</p> <p>Staff on long term sick, maternity or paternity leave will also be advised.</p> <p>Further communications with staff will be held to outline the next actions for the removal of depot furniture and personal belongings.</p> <p>Although employees have a city wide contract to work from any locations specific care will be taken to ensure that if anyone has any protected characteristics, specific issues or circumstances that they will be able to have a one to one meeting with their manager to discuss.</p>	

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TU Engagement	PALs have already outlined their Property and Land Strategy to Trade Unions. However, meetings will be held with key unions to advise the reason for the closure, the timescales and plans.	
Corporate HR	Corporate HR were consulted and advised that a minimum of 4 weeks notice will be required. They will also complete the EQIA for staffing implications.	
Client Engagement	This depot does not have a Recycling Centre for the public so no direct public engagement will be required.	

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**3. ASSESSMENT & DIFFERENTIAL IMPACTS**

Use the table below to tick where you think the **Policy, Project, Service Reform or Budget Option** has either a negative impact (could disadvantage them) or a positive impact (contributes to promoting equality or improving relations within an equality group), based on the evidence you have collated

		<b>Positive Impact – it could benefit an equality group</b>	<b>Good Practice/ Promotes Equality or improved relations</b>	<b>Negative Impact – it could disadvantage an equality group</b>	<b>Reason for Change in Policy or Policy Development</b>
<b>GENDER</b>	Women				
	Men			x	More impact on men due to the high percentage of males within the workforce
<b>RACE</b>	Asian People				
	Black People				
	Chinese People				
	White People				
	People of mixed race				
	European People (Polish, Greek, Italian, etc)				
<b>DISABILITY</b>	Physical disability				
	Sensory Impairment (sight, hearing, )				
	Mental Health Issues				
<b>LGBT</b>	Lesbians				
	Gay Men				
	Bisexual				
	Transgender				
<b>AGE</b>	Older People (60 +)				
	Younger People (16-25)				
	Children (o-16)				

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<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	Women				
	Men				
	Lesbians				
	Gay Men				
<b>PREGNANCY &amp; MATERNITY</b>	Women				
<b>RELIGION &amp; BELIEF</b>	Input *				

\* 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

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Continue to answer or tick the following questions where the initial screening (above) indicated that there may be a negative impact on certain equality groups. \*\* Equality Legislation listed a back of this document.

<b>IMPACT</b>	<b>YES</b>	<b>NO</b>
<b>HIGH</b>		
There is substantial evidence and/or concern that people from different groups or communities are (or could be) differently affected by the policy.	No high impact	N/a
<b>MEDIUM</b>		
There is some evidence and/or some concern that people from different groups or communities are (or could be) differently affected	No medium impact	N/A
<b>LOW</b>		
There is little or no evidence that some people from different groups or communities are (or could be) differently affected.	No low impact	N/A
<b>NOTE:</b> -		
<b>Does the negative impact breach any of the equality legislation? **</b>	NO	
	<b>Immediately</b>	<b>Within next 6 months</b>
The negative impact requires action to be taken	NO	NO

\*\* See summary of legislation in appendix at the back of this form (you may also require to refer directly to the Equality Act 2010)

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4. OUTCOMES, ACTION & PUBLIC REPORTING

SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No /Not At This Stage	Further Action Required	Lead Officer	Timescale for Resolution
Was a significant impact from the project, policy or strategy identified?	NO			
Does the project, policy of strategy require to be amended to have a positive impact?	NO			
Does a Full Impact Assessment need to undertaken?	NO			
If none of the above is required, please recommend the <b>next steps</b> to be taken.  (i.e. is there a strategic group that can monitor any future impacts as part of implementation?)	NEXT STEPS	Transition to alternative depot will continue to be monitored via North East Managers meeting	Sharon McKechnie	Ongoing

PUBLIC REPORTING OF SCREENING ASSESSMENT

All completed EQIA Screenings are required to be publically available on the Council website once they have been signed off by the relevant manager, and/or

Strategic, Policy, or Operational Group. (See EQIA Guidance: Pgs. 11-12)



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## 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.

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

Further information: <https://www.gov.uk/equality-act-2010-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: <http://www.equalityhumanrights.com/about-us/devolved-authorities/the-commission-in-scotland/legal-news-in-about-us/devolved-authorities/the-commission-in-scotland/articles/understanding-the-scottish-specific-public-sector-equality-duties>

### 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.

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