

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.

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

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

Non-Residential Charging Policy

b) Reason for Change in Policy or Policy Development

Annual Review

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

To ensure income maximisation has taken place and reflects on the client's ability to pay.
To ensure charges are set at a reasonable level and ensures that no-one pays more than they can afford and acknowledges that there may be circumstances where it is appropriate to consider the waiving of charges in cases of hardship or exceptional need.
To advocate exemptions from charges for services directly attributable to carers, children, clients presenting as homeless, people with a mental illness who are subject to a Compulsion Order, Criminal Justice Social Work services, Nursing Care and Personal Care for people of all ages.

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

Sharon Murray 21/02/23

e) Assessment Verified by (signed and date)


20/03/2023

2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

<p>Please name any research, data, consultation or studies referred to for this assessment:</p>	<p>Please state if this reference refers to one or more of the protected characteristics:</p> <ul style="list-style-type: none"> ➤ age ➤ disability, ➤ race and/or ethnicity, ➤ religion or belief (including lack of belief), ➤ gender, ➤ gender reassignment, ➤ sexual orientation ➤ marriage and civil partnership, ➤ pregnancy and maternity, 	<p>Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.</p>
<p>Consultation with service users and carers</p>	<p>All protected characteristics. Equality questions were included as part of the survey to monitor that respondents were representative.</p>	<p>A survey was carried out for 3 weeks during January and February 2023 where 5600 service users were invited to participate along with third sector organisations. There were 118 responses and although the number of respondents was lower than anticipated, there was a good range of protected groups and feedback. People with disabilities felt that the charging policy was unfair due to their higher cost of living. A change to the</p>

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		financial assessment in respect of disability related expenditure is proposed to assist in addressing these concerns.
COSLA Charging Guidance		
Fairer Scotland Duty		

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3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
SEX/ GENDER	Women			Women are more likely to be lower earning. Mitigation includes financial assessment basing charge on ability to pay.
	Men			
	Transgender			
RACE*	White			
<i>Further information on the breakdown below each of these headings, as per census, is available here.</i> <i>For example Asian includes Chinese, Pakistani and Indian etc</i>	Mixed or Multiple Ethnic Groups			Minority ethnic communities are more likely to be living in poverty compared to white people. Mitigation includes financial assessment basing charge on ability to pay.
	Asian			Minority ethnic communities are more likely to be living in poverty compared to white people. Mitigation includes financial assessment basing charge on ability to pay.
	African			Minority ethnic communities are more likely to be living in poverty compared to white people. Mitigation includes financial assessment basing charge on ability to pay.

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	Caribbean or Black			Minority ethnic communities are more likely to be living in poverty compared to white people. Mitigation includes financial assessment basing charge on ability to pay.
	Other Ethnic Group			Minority ethnic communities are more likely to be living in poverty compared to white people. Mitigation includes financial assessment basing charge on ability to pay.
DISABILITY	Physical disability		Could result in higher charges if disability related expenditure is not fully considered. Change to financial assessment to consider disability related expenditure from the outset	Households which include a disabled person are at a higher risk of living in poverty. Mitigation includes financial assessment basing charge on ability to pay and disregards of disability related expenditure.
<i>A definition of disability under the Equality Act 2010 is available here.</i>	Sensory Impairment (sight, hearing,)		Could result in higher charges if disability related expenditure is not fully considered. Change to financial assessment to consider disability related expenditure from the outset	Households which include a disabled person are at a higher risk of living in poverty. Mitigation includes financial assessment basing charge on ability to pay and disregards of disability related expenditure.
	Mental Health		Could result in higher charges if disability related expenditure is not fully considered. Change to financial assessment to consider disability related expenditure from the outset	Households which include a disabled person are at a higher risk of living in poverty. Mitigation includes financial assessment basing charge on ability to pay and disregards of disability related expenditure.
	Learning Disability		Could result in higher charges if disability related expenditure is not fully considered. Change to financial assessment to consider	Households which include a disabled person are at a higher risk of living in poverty. Mitigation includes financial assessment basing charge on ability to pay and disregards of disability related

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			disability related expenditure from the outset	expenditure.
LGBT	Lesbians			No impacts identified at this stage
	Gay Men			No impacts identified at this stage
	Bisexual			No impacts identified at this stage
AGE	Older People (60 +)			150,000 pensioners are living in poverty in Scotland. Mitigation includes financial assessment based on ability to pay.
	Younger People (16-25)			
	Children (0-16)	Children are exempt from charges		
MARRIAGE & CIVIL PARTNERSHIP	Women			Income thresholds are higher to take account of couples.
	Men			Income thresholds are higher to take account of couples.
	Lesbians			Income thresholds are higher to take account of couples.
	Gay Men			Income thresholds are higher to take account of couples.
PREGNANCY & MATERNITY	Women			Women are more likely to be lower earning and on statutory maternity pay. Mitigation includes financial assessment basing charge on ability to pay and ability to request a new assessment due to a change in financial circumstances.
RELIGION &	See note			Muslims suffer the greatest economic

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BELIEF** A list of religions used in the census is available here .				disadvantage of any group in society. Mitigation includes financial assessment basing charge on ability to pay.
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* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

** 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. A list of religions used in the census is available [here](#).

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Summary of Protected Characteristics Most Impacted

We fully recognise that those with disabilities, women and minority ethnic groups are most likely to be living in poverty in Glasgow. A financial assessment is undertaken prior to implementing the charge to ensure that it is based on the ability of a person to pay. It is also recognised that those with disabilities experience a higher cost of living, and to ensure that all disability related expenditure is fully considered, financial assessment will now capture this information from the outset.

Summary of Socio Economic Impacts

We fully recognise that those with disabilities, women and minority ethnic groups are most likely to be living in poverty in Glasgow. A financial assessment is undertaken prior to implementing the charge to ensure that it is based on the ability of a person to pay. It is also recognised that those with disabilities experience a higher cost of living, and to ensure that all disability related expenditure is fully considered, financial assessment will now capture this information from the outset.

Summary of Human Rights Impacts

We fully recognise that those with disabilities, women and minority ethnic groups are most likely to be living in poverty in Glasgow. A financial assessment is undertaken prior to implementing the charge to ensure that it is based on the ability of a person to pay. It is also recognised that those with disabilities experience a higher cost of living, and to ensure that all disability related expenditure is fully considered, financial assessment will now capture this information from the outset.

4. OUTCOMES, ACTION & PUBLIC REPORTING

Screening Outcome	Yes /No Or / Not At This Stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	No
Does the project, policy or strategy require to be amended to have a positive impact?	No
Does a Full Impact Assessment need to be undertaken?	No

<p style="text-align: center;">Actions: Next Steps</p> <p style="text-align: center;">(i.e. is there a strategic group that can monitor any future actions)</p>		
Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)
<p>Non-Residential Charging Policy to be updated to incorporate assessment of disability related expenditure into financial assessment from the outset. Policy also to be updated to include more detail on categories of eligible disability related expenditure.</p>	<p>Sharon Murray</p>	<p>1 April 2023</p>

Public Reporting

All completed EQIA Screenings are required to be publically available on the [Council EQIA Webpage](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12)

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.

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

Further information: [Equality Act 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: [Understanding Scottish Specific Public Sector Equality Duties](#)

Fairer Scotland Duty

Authorities should also consider Socio-Economic Impacts where appropriate. Further information: [Fairer Scotland Duty Interim Guidance](#)

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.