

## Appendix 4 – Equality Impact Assessment

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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:

HR&OD Team  
Customer Services  
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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, procedures, strategies, projects, applications for funding and financial decisions.

Assessing the potential impact on people with protected characteristics helps us to consider relevant evidence and decide whether particular groups may be 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 should go through the EqIA process, particularly if people will be affected e.g. service users, employees.

The general equality duty applies to a broader range of protected characteristics than before, so services should assess the impact of existing policies across all of the protected characteristics.

If you think that an existing policy may be potentially discriminatory then prioritise this to be assessed again.

## **Who should carry out EqIA's?**

The EqIA should be prepared by the lead officer responsible for developing or reviewing the policy, together with an officer who is familiar with the process (although they don't necessarily have to be familiar with the policy being assessed). Involving other officers is vital to ensure the process is carried out in a robust way. It may be that for some assessments a number of key stakeholders are also involved. Further support and information is available from the Improvement and Organisational Development team.

## **When should you assess impact?**

Assessing the impact is an important part of policy and service development and in decision-making as it should lead to improvements in policies and practices.

For this reason, assessing the impact should be carried out as part of the development and planning stage and afterwards as part of the review stage. Assessing impact should not be done at the end of the process.

Decision makers, such as elected members and senior officers, need to give due regard to equality and diversity. Decision-makers should ask for and take account of the results of completed assessments when considering whether to approve a new policy or service change. This will ensure that the impact assessment influences the decision.

The impact and relevance of a policy does not just depend on the number of people and groups who are affected but also the significance of the effect that may be experienced.

Introducing a level of scrutiny of equality impact assessments in decision making will help the council to demonstrate to communities that equality is important.

Assessing the impact does not end with the introduction of a new or revised policy. It is vital that the impact is monitored and that the assessment is repeated as part of any review. In conclusion, impact assessment is an ongoing process.

## **Consultation**

The Equality Impact Assessment process should be informed by consultation. Consultation or involvement with different equality groups will help you to understand the impact of proposals on these groups. By undertaking this approach, employees, service users, trade unions and others who may be affected will have an input to improve policy development and service delivery.

Use the council's Community Engagement guidance when you are contacting members of the public, community groups and staff.

# Stage one: Rapid Impact Assessment

## Part 1: Description/Consultation

Date of Assessment: 6 November 2017	
Title of document being assessed: Savings Policy – Transformational Proposals	
1. This is a new policy, procedure, strategy or practice being assessed  (If yes please check box) <input checked="" type="checkbox"/>	TB08
2. Please give a brief description of the policy, procedure, strategy or practice being assessed.	Increase Parking charges
3. What is the intended outcome of this policy, procedure, strategy or practice?	The proposal is to transform the way in which parking in the area is managed to reflect the market and demand for car parking. Charges will also reflect the support required to manage the various levels of local parking and roads infrastructure that in the main reflects visitor numbers and economic activity. Parking will provide a mechanism of securing contributions to support local infrastructure from visitors to the area and also manage demand to stimulate parking turnover for positive economic benefit.
4. Please list any existing documents which have been used to inform this Equality Impact Assessment.	The Council's Parking Policy approved in 2014
5. Has any consultation, involvement or research with protected characteristic groups informed this assessment? If yes please give details.	Not currently. However, any changes to parking restrictions will be subject to a Traffic Regulation Order which includes a comprehensive statutory consultation process.
6. Please give details of council officer	Lyndis Davidson/Jim Smith



<p>involvement in this assessment.</p> <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>In line with the Council's parking policy, we will:</p> <p>Ensure adequate provision is maintained for disabled drivers, whose dependence on cars is often critical to their quality of life.</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			X	
Marriage and Civil Partnership			X	
Pregnancy & Maternity			X	
Religion			X	
Sexual Orientation			X	

## Stage one: Rapid Impact Assessment

### Part 3: Impacts/Monitoring

<p><b>1.</b> 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>	No
<p><b>2.</b> Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc.)</p>	No
<p><b>3.</b> What action is proposed to overcome any negative impacts?</p> <p>(e.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc.)</p>	No negative impacts anticipated as we will ensure an adequate balance of parking provision to meet the expected demand.
<p><b>4.</b> Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome?</p> <p>(If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)</p>	n/a
<p><b>5.</b> Has a 'Full' Equality Impact Assessment been recommended?</p> <p>(If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required.)</p>	No

<p><b>6. How will the policy be monitored?</b></p> <p>(How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)</p>	<p>By continuous monitoring of the demand for parking. This to be completed through the parking wardens and from feedback from customers and local communities.</p>
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#### Part 4: Contact Information

<b>Name of Department : Roads and Amenity Services</b>
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<b>Manager Responsible</b>	
<b>Name:</b>	Lyndis Davidson
<b>Designation:</b>	Network and Standards Manager
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<b>Signature Lead Officer:</b>	<b>Date:</b> 02/02/18
<b>Signature of Director/Head of Service:</b>	<b>Date:</b> 06/02/18
<b>Name of Director/Head of Service:</b> Jim Smith	
<b>Date of Next Policy Review:</b> TBC – this will be determined by feedback received through Parking Services	