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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  
Kilmory  
Lochgilphead PA31 8RT

Email: [HRServiceChoices@argyll-bute.gov.uk](mailto:HRServiceChoices@argyll-bute.gov.uk)

## 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: 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) <input type="checkbox"/></p>	TB14 Waste
<p>2. Please give a brief description of the policy, procedure, strategy or practice being assessed.</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 and other commercial premises.</li> <li>• Scope out options for more cost effective routing and logistics in the Helensburgh and Lomond area where collected waste is taken outside Argyll and Bute for disposal to commercial off-takers including the option for the development of a transfer loading facility. This would include taking all collected waste to Blackhill to a new Waste Transfer Station within the Civic Amenity site. Material would be taken to landfill site in bulk quantities allowing Refuse Collection Vehicles (RCVs) to operate more efficiently. The waste transfer station would require upfront investment and this is reflected in the table for year 1.</li> </ul>



	<ul style="list-style-type: none"> <li>• Scope out options for more cost effective disposal of garden and green waste from Civic Amenity sites where collected waste is taken outside Argyll and Bute for disposal to commercial off-takers including option for the development of a shredding facility to reduce the volume of waste material thereby increasing transport efficiency by carrying more weight per load.</li> <li>• Scope out feasibility and financial viability to introduce continental style waste collection service to a <u>limited</u> number of locations (densely developed residential locations) – this system would have communal waste disposal via receptacles centrally located for residents to use. It is not proposed that this will be progressed until 2020/21</li> <li>• Scope out feasibility and financial viability to introduce a paid for green waste kerbside collection service.</li> </ul>
<p><b>3.</b> What is the intended outcome of this policy, procedure, strategy or practice?</p>	<p>Provide a more cost effective waste collection and disposal service.</p>
<p><b>4.</b> Please list any existing documents which have been used to inform this Equality Impact Assessment.</p>	<p>The Council's Waste Strategy 2012, Three Weekly Refuse Collection Procedure June 2016 Various briefing documents and guidance from Zero Waste Scotland/SEPA.</p>
<p><b>5.</b> Has any consultation, involvement or research with protected characteristic groups informed this assessment? If yes please give details.</p>	<p>No</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	
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>1. 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>2. Have any negative impacts been identified?</p> <p>(Based on direct knowledge, published research, community involvement, customer feedback etc.)</p>	No
<p>3. 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>	n/a
<p>4. 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>5. 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</p>	No

required.)	
<b>6. How will the policy be monitored?</b>  (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.)	By monitoring customer satisfaction and through financial monitoring/comparisons of other comparable suppliers.

**Part 4: Contact Information**

**Name of Department : Roads and Amenity Services**

<b>Manager Responsible</b>
<b>Name:</b> Harris Fraser
<b>Designation:</b> Waste Performance Manager
<b>Telephone:</b> 01546 604605
<b>Email:</b> <a href="mailto:harris.fraser@argyll-bute.gov.uk">harris.fraser@argyll-bute.gov.uk</a>

<b>Signature Lead Officer:</b> <i>Harris Fraser</i>	<b>Date:</b> 06/02/18
<b>Signature of Director/Head of</b>  <i>Jim Smith</i>	<b>Date:</b> 06/02/18
<b>Service:</b>	
<b>Name of Director/Head of Service:</b> Jim Smith	
<b>Date of Next Policy Review:</b> 2021	

## 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>	

<p>What are the main aims of the policy?</p> <p><i>(bullet points describing the aims of the policy).</i></p> <p><i>(Should also include reference to other relevant council documents such as the Corporate Plan and Service Plans)</i></p>	
<p>Who will benefit?</p> <p><i>(A summary of the equality groups that are likely to benefit from the policy)</i></p>	
<p>Is the policy intended to increase equality of opportunity by permitting positive action or action to redress disadvantage?</p> <p><i>(You should outline if your policy or function has been <b>specifically</b> developed to increase equality of opportunity by having a positive differential impact on people with any of the protected characteristics)</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?	
Will the policy impact on particular groups within the population of Argyll and Bute?	
<i>(Specify whether the policy will impact upon the whole community or will there be particular emphasis on one or more groups)</i>	

Consider the following protected characteristics. What are the likely impacts for the group or community?

List any positive and/or negative impacts.



Protected characteristic	Positive and/or negative impacts
Race: relating to people from different racial groups, ethnic or national origins, ethnic minorities, including gypsy travellers and migrant workers	
Gender: specific to women and/or men	
Disability: relating to people with either mental or physical disability	
Age: relating to different age groups e.g. older people or children and young people	
Religion or Belief: relating to a person's religion or belief (including non-belief)	
Sexual orientation: relating to whether a person is lesbian, gay, bi-sexual, heterosexual	
Marriage and civil partnership: relating to people who are married or are in a civil partnership	
Gender reassignment: relating to people who have proposed, started or completed a process to change his or her sex	
Pregnancy and maternity: relating to the condition of being pregnant or expecting a baby and the period after the birth	

### 3: Evidence used in developing the policy

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

<p><b>Involvement and consultation</b></p> <p>In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who was involved, when and how?</p> <p><i>Both equalities legislation and the duty to achieve best value demand effective consultation and engagement.</i></p> <p><i>Therefore, we need evidence of engagement with those groups that are targeted by the introduction of a new policy.</i></p>	
<p><b>Data and research</b></p> <p>Please specify what research was carried out or data collected, when and how this was done, <b>and what other available research or data did you use?</b></p> <p><i>Set out any local or national data that has been used, in the impact assessment including any relevant guidance that has influenced the development of the policy.</i></p>	

<p><b>Partners' data and research</b></p> <p>What evidence has been provided by partners? Please specify partners.</p> <p><i>Data and information from partner organisations can help to evidence impacts rather than duplicate efforts to consult and involve relevant groups.</i></p>	
<p><b>Gaps and uncertainties</b></p> <p>Have any gaps or uncertainties been identified in your understanding of the issues or impacts that need to be further explored?</p> <p><i>Few policies are developed in the context of perfect information and understanding of all the issues. This part of the assessment is an opportunity to highlight these gaps and uncertainties.</i></p>	

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

No	Action	Responsible Officer(s)	Timescale
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.

<p>When is the policy intended to come into effect?</p> <p><i>Insert the date and name of the Committee meeting that will approve the policy.</i></p>	
<p>When will the policy be reviewed?</p> <p><i>Insert the dates for the planned review of the policy.</i></p>	
<p>Who is responsible for reviewing the policy?</p> <p><i>Insert the job title of the person responsible for reviewing.</i></p>	

## 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:

Completed assessments must be sent to: [equality@argyll-bute.gov.uk](mailto:equality@argyll-bute.gov.uk) for quality control, recording and publishing on the council's website.