



EQUALITY IMPACT ASSESSMENT (EQIA) - Part 1

1. BACKGROUND

Legislation provides General Duties, which require the Council as a public authority to have due regard to the need to eliminate unlawful discrimination and to promote equality of opportunity.

A framework for guiding policy formulation within Clackmannanshire Council is needed to ensure that potential impact of policy development and new ways of working are systematically identified assessed and taken into account. The purpose therefore of the Equality Impact Assessment is to work out whether a group or individual will be adversely impacted on by a Council policy or procedure.

2. AIMS

The aim of an Equality Impact Assessment is to facilitate openness in the way Council policies are designed and delivered and to be accountable to the public for decisions which affect them. This approach leads to greater public confidence and trust, particularly from those whose needs and concerns have been overlooked.

This document provides a step-by-step guide to carrying out an impact assessment and will cover the following areas:

- what is an equality impact assessment?
- why should it be done?
- who should do it?
- how should it be done?

3. EQUALITY IMPACT ASSESSMENT

What is an impact assessment?

An equality impact assessment is a way of systematically and thoroughly assessing and consulting on the effects that a proposed policy or function could have on some groups or individuals depending on their group. This then enables the Council to pre-empt the possibility that the proposal could affect some groups unfavourably.

The assessment extends to monitoring the effects of the policy/functions and being alert to any concerns about the way it is functioning.

An equality impact assessment has two key stages:

Stage 1

Involves screening policies, procedures or proposals to see if they are relevant to equality:

- identify the main aims of the policy, procedure or proposal
- collect information
- decide if the policy is relevant

The answers to these questions should provide initial information on the priority issues. If it is identified through **Stage 1** that there may be an adverse impact on an area of equality, a more detailed assessment will be undertaken.

This will consist of following up and obtaining further information on the likely impact.

Stage 2

Involves fully assessing policies identified as being relevant to make sure they do not have an adverse effects on any groups. Policies may be defined as the sets of principles or criteria an organisation develops to help carry out its functions or role. This process will:

- Identify all aims of the policy
- consider the likely impact – is this appropriate consistent with the objective of the policy?
- consider alternatives
- consult formally
- decide whether to adopt the policy
- make monitoring arrangements
- publish assessment results

Whilst we have introduced a toolkit for use by services, all assessments will be based on individual Service estimates of likely implications and outcomes.

If an adverse impact is found during the Impact Assessment process, services will consider what action requires to be taken. Actions taken and reasons for the decision will be documented as part of the Assessment process. Services will consider what action requires to be taken and actions taken and reasons for the decision will be documented as part of the assessment process. Actions may include:

- changing the proposed policy
- considering ways it could be introduced that will remove or reduce the adverse impact
- finding an alternative way to achieve the aim of the policy

There may be situations, however, due to the policy's importance or to meet the needs of particular groups, that there is no other way of achieving the policy. Services may then be able to justify the policy as it was originally proposed this process and the decision taken in respect of the policy must be clearly documented as part of the assessment process.

By carrying out impact assessments in this way, we will ensure continued openness about the way that functions and policies are developed and ensure that an opportunity is given for individuals, both internal and external to the Council, to contribute to the shaping of the services we provide.

If you said you didn't need to carry out an Impact Assessment consider the following before going any further:

- will individuals have access to, or be denied access to a service or function as a result of the policy or the changes you propose to make to existing services or functions?
- will the implementation of your policy result in individuals being employed, a change in staffing levels or a change in terms and conditions, employer or location – either directly or indirectly?
- is there a change in the size of a budget? How will this change impact on individuals? Will a service be withdrawn, changed or expanded?

If you have answered yes to any of these questions, your policy **does** affect people and you should undertake an Equality Impact Assessment.

If you have decided that, in light of the answers to the questions above, that you do not need to carry out an Equality Impact Assessment, you should complete this form:

Policy Title:	
Service:	
Team:	
<i>This policy/function will have no impact on people from any of the equality groups and an EQIA is not required</i>	
Name:	
Position:	
Title:	
AUTHORISATION	
Name:	
Position:	
Title:	