

Name of project/ policy
insert.....
Communicating Cairngorms
.....

Date May
2012.....

These notes are here to help – please read them carefully! Further assistance and guidance can sought from the Education and Inclusion officer or the Park For All Group, contact: elspethgrant@cairngorms.co.uk

You can attach extra pages if there is not enough space on the form. Clearly mark on the extra sheets which question the extra information refers to.

*The specific duties for Scottish public authorities will not be confirmed by the Scottish Parliament until late 2011. However, as best practice, you should continue to carry out EqIA's on any current or planned projects / areas of work.



Equality Impact Assessment (EqIA)

Background

We have designed this assessment form to help our staff carry out equality impact assessments (EqIAs) on projects that they manage for us. Under equalities laws, we (are likely to) have a legal duty to carry out EqIAs on all aspects of our work.

What is an EqIA?

An EqIA is a process of analysing a proposed or existing project (such as a policy, a service, a facility, research, a management paper, building or access work, an event or a publication). The aim is to identify any discriminatory or negative effects or impacts the project could have on a particular group or sector of the community or workforce. These effects could be as a result of people's race, disability, sex, age, religion or beliefs, or sexuality (referred to throughout as 'equality groups' or 'protected characteristics'). The outcome of the EqIA is to make sure that we prevent or limit, as far as possible, any negative effects or barriers our projects have. We also use the EqIA to take full advantage of any opportunities for promoting equality.

NB Separate from EqIA, CNPA has a wider commitment to social inclusion and developing a Park for All, by positively supporting three groups namely people with disabilities, people on low incomes, and young people.

Why do we have to do them?

Under the Human Rights Act 1998, public authorities must not carry out any act which could be classed as discrimination. Organisations in the public sector are expected to show a clear respect for equality and human rights when carrying out their functions. When providing services and developing policies and procedures, public authorities have a vital role to play in promoting the values and practices of a fair and democratic society.

The Equality Act (2010) came into force in April 2010 and puts a general duty on public authorities to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. It is also likely that public authorities will be responsible for carrying out EqIAs on all current and proposed projects.*

What do I do now?

As part of the process of planning your project – in the same way that you would fill out an Expenditure Justification Form (for example) – you should carry out an initial screening to check whether the project is relevant to the equality groups. You should not start work on your project until you have filled in the Initial Screening form.

When do I need to do a full EqIA?

The Initial Screening form will tell you whether you need to complete a full EqIA, which will be the case if the project is likely to have a significant effect on one or more equality groups. You should begin the full EqIA in the early stages, although you are likely to finish it over the course of the project, depending on any research and consultation you need to do.

INITIAL SCREENING

1 Name of the project and its main aim/s (reference to Operational Plan)

Communicating Cairngorms – an online resource to help anyone communicate about their life, work and play in the context of being in the Cairngorms National Park. Designed to provide people with useful guidance, information and tools.

2 Is this a new or existing project? Delete as relevant: New

3 Name of the completing officer with overall responsibility for carrying out the EqlA

Name: Karen Archer

Position: Press Officer

4 Do you share responsibility for carrying out the project with other people or organisations? Delete as relevant: Yes

If yes, please give details

Members of Comms & Engagement Team, particularly Claire Ross & Stephanie Bungay

5 Members of the EqlA project team

Name: Karen Archer

Position: Press Officer

Claire Ross, Education and
Community Support Manager

Stephanie Bungay,
Communications and
Information Manager.

6 Does your project impact on people? (e.g. are you providing a service to people, producing a product to be used by people, sharing information with people, engaging with people, developing a people related policy). Delete as appropriate: Yes

If, No, you do not need to carryout a full EqlA so please proceed to question 12 to sign and complete the initial screening process.

7 If, Yes, please state who the project will have an impact on and proceed to question 8. Note any target audiences.

The project will (hopefully) have an impact on anyone with an interest in the Cairngorms National Park from our own staff and board to rangers, community groups, businesses, charities, etc.

Question 2

You should fill in the initial screening form for all new projects. For existing projects (e.g. website, EV project) you should develop a realistic schedule for completing the EqlAs over a set period of time.

Question 3 - 5

If the officer carrying out the EqlA is not necessarily the only person responsible for putting the project in place – if you share the project with other colleagues or partner organisations please give details. Be sure to confirm with partners who is taking responsibility for the EqlA.

Ideally, all members of the project team should collectively complete this EqlA form.

Questions 6 & 7

For example, the public, contractors, hill walkers, naturalists, community groups, residents, young people, visitors, employees, or people applying for jobs?

Question 8

You will need to consider all protected characteristics: **Disability; Gender; Race; Age; Sexual Orientation; Religion/Belief**, and any evidence to suggest there are different needs or expectations, equal access to services and opportunities, patterns of representation, different experiences, or different levels of satisfaction. Consider informal sources of information as well as published or unpublished research. One of your first stops should be reference to the **Park for All checklists** which suggest possible impacts to consider. You may also have consulted **Inclusive Cairngorms** advisory forum. Other sources might include information from monitoring, visitor survey, consultation exercises, best practice from other organisations or expert advice. You could also consider other public organisations and their EqIAs. The CNPA library contains published data also.

Question 9

Consider the impacts carefully and detail whether it is a high, medium or low impact. . You may also want to think about whether impacts are positive or negative, although it is not essential for the initial screening process. Refer to the **Park for All checklists** where appropriate. Prioritising projects for high, medium or low impact:
High – the project affects significant numbers of people, and/or there is significant potential for adverse impact
Medium – the project affects some people and/or there is some evidence to suggest adverse impact.
Low – the project affects few people and/or there is little evidence to suggest adverse impact.
Example: CNPA website
** Equality Strand – Disability*
** Impact – Visual Impairment will impact on someone’s ability to access the website giving them a negative experience*
** H, M or L – High impact as it is important to make all CNPA information both printed and electronic as accessible as possible}*

8 What evidence is already available to you to help you identify the impact that the project may have on the equality groups (e.g. what do you already know about the diversity of your target audience and their needs and/or experiences?).

As this is a web based resource available via our existing website I am referencing the EqIA for CNPA websites which states:
 Compliance with AA standards (internationally recognised standards for web accessibility). This is included in tender documents.
 Use of google analytics – shows that the majority of site users are British and/or English speaking.

9 Which equality groups could be affected by this project and state whether you think these impacts are high, medium or low impact and briefly explain why.

Equality strand (protected characteristic)	Impact	High, Medium or Low
Disability	1. Content may not be accessible to people who are visually impaired, colour blind or who have learning disability. 2. Language used may not be accessible for people with learning disabilities.	1.L (as already adhering to AA standards) 2.L as being screened for plain English on regular basis
Gender *	No known impact	
Race**	Content may not be readable for non-English speakers.	L
Age (includes older and younger)	Older people may not be able to access website through lack of IT skills or disability.	M
Sexual Orientation ***	No known impact	
Religion/Belief	No known impact	

* includes transgender

**Includes gypsies, travellers

*** includes lesbian, gay, bisexual

Question 10

If the initial screening shows that the project could have a high negative impact on one or more of the equality groups you will need to carry out a full EqIA.

Question 11

Where there is a mixture of medium or low impacts on any of the equality groups you should consider whether you are able to take actions to reduce any negative effects and/or enhance positive effects without conducting a full EqIA.

Question 12

To complete the initial screening, carry out a final check, and both you and your line manager should sign and date the form before passing to Elspeth Grant elspethgrant@cairngorms.co.uk

10 Have you identified a high negative impact in no 9? Delete as relevant:

No

If yes, you are required to complete a full impact assessment.

11 Finally, where you have identified medium and/or low impacts is there any action that can be taken even if a full EqIA is not required?

Medium / low priority actions

Disability

- Provide links to other websites where appropriate
- Use plain English
- Provide information on alternative formats and provide contact details for CNPA officer in charge of project

Race

- Use of plain English

Age

- Offer the info/guidance contained within Communicating Cairngorms in print format and make sure contact details for CNPA officer in charge of project are made available.

General

- Monitor stats from Google Analytics and make changes where necessary
- Continue to adhere to Accessibility Standards
- Continue to ensure content is relevant
- Provide links to other websites
- Offer short informal training sessions to groups on using Communicating Cairngorms or elements of it.

12 Completion

Completing Officer:
Karen Archer

Date:
May 2012

Line Manager:

Date:

Please email this initial screening document to elspethgrant@cairngorms.co.uk and a copy should be retained for your own files. If you need to complete a full EqIA, please continue.

Under the Freedom of Information Act, we have a duty to release this initial screening document if we are asked to.