

Date 18 Feb 2013

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 came into force in May 2012.

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 law, we have a legal duty to carry out EqIAs on all relevant 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, gender, 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?

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. In addition the specific duties for Scottish public authorities* require that CNPA assesses the impact on equality groups of all proposed new or revised policy or practice against the needs of the general duty.

Assessing impact is an effective way of improving policy development and service delivery, making sure we consider the needs of employees and the communities we serve; identify potential steps to advance equality and foster good relations; and do not discriminate unlawfully.

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. All full EqIAs require to be published on our website.

INITIAL SCREENING

1 Name of the project and its main aims

Proposed Local Development Plan (pLDP)

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

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

Name: Karen Major	Position: Development Planning Manager
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4 Do you share responsibility for carrying out the project with other colleagues or organisations? Delete as relevant: **Yes / No**

If yes, please give details

Name:	Position:
Gavin Miles	Programme Manager, Strategic Planning

5 a) Does your project impact on people? (e.g. service users, businesses, employees, wider community) **Yes / No** (detail below, noting target audiences)

Yes People living and operating in the Park wishing to apply for planning permission to carry out development
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b) Is it a major policy, significantly affecting how CNPA functions are delivered? **Yes**

c) Will it have a significant effect on how other organisations operate? **Yes**

d) Does it relate to functions that previous involvement activities have identified as being important to particular groups? **Yes**

e) Does it relate to an area where CNPA has set equality outcomes? **No**

f) Does it relate to an area where there are known inequalities? **Yes / No**

6 If you answered **Yes** to any of the above, please proceed to **Q7**. If you answered **No** to all of these, you do not need to carry out a full EqlA so proceed to question 12 to sign and complete the initial screening process.

Question 1

A project may be a policy, process, plan, strategy, or work area in the Operational Plan

Question 2

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

Question 3 - 4

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.

Question 5

- a) For example, the public, contractors, hill walkers, naturalists, community groups, residents, young people, visitors, employees, or people applying for jobs
- b) For example planning policies
- c) For example grants programme, partnership project, Park Plan
- d) For example outdoor access, methods of communication and engagement.
- e) CNPA's equality outcomes will be published in April 2013.
- f) For example access to countryside, gender pay gap.

Question 7

a) You will need to consider all equality groups (protected characteristics). A fuller explanation of the characteristics can be found [here](#). Consider 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 [completed generic EqlAs](#) which may suggest possible impacts. You may also have consulted the [Inclusive Cairngorms](#) advisory forum. Other sources might include information from monitoring, visitor survey, consultation exercises, corporate guidelines / best practice from CNPA and other organisations or expert advice.

You could also consider other public organisations and their EqlAs. The CNPA library contains published data also.

b) Using your evidence, 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. Refer to the [generic EqlAs](#) 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*

7 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?).

- Early engagement with stakeholders and other organizations was undertaken in 2010 to address the issues that should be included in the MIR and the vision of communities within the Park.
- Input from Inclusive Cairngorms to the development of the Cairngorms National Park Local Plan.
- Equalities impact assessment carried out for the Main Issues Report.
- Equalities impact assessment carried out for consultation events relating to the National Park Plan 2 and Local Development Plan.
- Equalities Impact Assessments carried out for other plans produced for the National Park.
- Generic Equalities Impact Assessments carried out for publications (which provides evidence for the publication of the document itself), and websites (which provides evidence for any web based material associated with the Plan).

b) Impacts

Equality group	Impacts (positive, negative, no effect, not clear)	High, medium, low
Age	The location of development proposed in this Plan may have an impact on the ability of some groups to access services and facilities	M
Disability	The location of development proposed in the Plan may have an impact on the ability of some groups to access facilities and services.	M
Gender / gender reassignment	The proposals and allocations in the plan will not have a direct impact on this group.	
Marriage and civil partnership	The proposals and allocations in the plan will not have a direct impact on this group.	
Pregnancy and maternity	The proposals and allocations in the plan will not have a direct impact on this group.	
Race	The proposals and allocations in the plan will not have a direct impact on this group.	
Religion / belief	The proposals and allocations in the plan will not have a direct impact on this group.	
Sexual orientation	The proposals and allocations in the plan will not have a direct impact on this group.	

Question 8

Thinking about implementing the project, how is it likely to affect or help to:

a) eliminate discrimination, eg against disability, harassment, victimization, or less favourable treatment.

Example: in CNPA employment and recruitment activities

b) advance equality of opportunity eg by removing or minimizing disadvantage linked to gender, age, ability etc, or encouraging participation of under-represented groups.

Example: Ensuring accessibility of CNPA publications or meetings; providing staff with training and development opportunities

c) foster good relations eg by tackling prejudice and promoting understanding

Example: Provision / promoting equalities and diversity training to Park service providers; using relevant images in publications; gathering relevant equalities data in surveys, feedback forms, etc

List the good practice that you are already doing!

Question 9

Insert guidance on Human Rights!!

8 Considering the impacts identified in 7, how will the project affect or help to eliminate discrimination, advance equality or foster good relations between groups of people?

	Project activity (stating which equality groups are likely to be affected)
a) Eliminate unlawful discrimination	The Plan provides the framework for decision making on planning applications. Its only impact on equalities groups identified will be in the location of new development.
b) Advance equality of opportunity	The Plan identifies opportunities for land for new development which may advance the provision of facilities and services, the benefit of all.
c) Foster good relations between groups of people	The Plan identifies opportunities for land for new development which may allow communities to grow, which may result in better balanced communities, to the benefit of all.

9 Could the project have implications for human rights? What would these be?

N/A

10 Considering your responses to Q7-9 will determine whether you need to do a full EqlA. A full EqlA is required if :

- you have no or little info which tells you whether the project is likely to affect equality groups
- you have identified a High impact in 7b but you are not confident that you understand how the project will affect the relevant equality group.

Do you plan to carry out a full EqlA? **No**

What information supports your decision?

The Plan provides the framework for decision making on planning applications. Its only impact on equalities would be through the identification of land on which to location new development. This in itself does not impact on any equality groups. It provides a blueprint for decision making.

11 Finally, is there any action that can be taken even if a full EqIA is not required?

The process of preparing a Local Development Plan is a formal process set out in Scottish Government legislation. The first phase of this was the preparation and consultation on the Main Issues report which is the main stage of engagement with people. The second phase - the pLDP is a formal stage in the process and sets out the Authority's considered position on policies and proposals for new development in the next five years. It contains a series of land allocations which aim to help communities grow and thrive. It also contains a policy regarding design which is intended to ensure that all new development is of the highest quality, taking account of details including access arrangements and the impact on neighbours. It is anticipated that the 'disability' and 'age' target groups could benefit from specific allocations for land for development, which should result in new housing development which is specifically intended to meet the needs of communities. The planning process is only part of the process which leads to new development on the ground. Once permission is granted applicants must gain permission under Building Standards regulations which are specifically intended to look at details including ensuring new development is of a design to meet the needs of disability groups and may also include considering the needs of other equalities groups.

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 Laura Grant
lauragrants@cairnngorms.co.uk

12 Screening Completion

Completing Officer:

Date: 18 Feb 2013



Line Manager:

Date:

18 Feb 2013



Please email this initial screening document to lauragrants@cairnngorms.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.