

## Equality Impact Assessment (EqIA) Initial Screening Form

**These notes are here to help – please read them carefully! Further assistance and guidance can sought from the Social Inclusion officer, or the Park For All Group (formerly the Internal Equalities Group).**

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.

### 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 new equalities laws, we 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'). 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 Race Equality Duty (2002), the Disability Equality Duty (2006) and the Gender Equality Duty (2007) give us a responsibility to carry out EqIAs on all our current and proposed projects. Age, sexuality and religion or beliefs are currently covered by employment law only. However, as best practice, you should include these equality groups as part of all the EqIAs you carry out.

### 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

# INITIAL SCREENING

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

**Local Development Plan Main Issues Report (MIR)**

2 Is this a new or existing project? **Existing**

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

4 Do you share responsibility for carrying out the project with other people or organisations?  
**Yes**

If yes, please give details

5 Members of the EqlA project team

**Hamish Trench**

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).

Name:	Role:
Hamish Trench	Land Use Director
Karen Major	Development Plan Officer
Elsbeth Grant	Social Inclusion Officer
Alison Lax	Strategic Policy Officer

**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.

## Questions 6 & 7

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

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

**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?).

- The MIR aims to seek the views of all interested parties on the spatial strategy for the Local Development Plan (LDP) and on each of the main issues, together with alternative options that have been identified in the MIR.
- Views are also sought on any other matters that stakeholders consider should be address in the LDP.
- Views are also sought on the suggested development sites that have been identified in the MIR.

The MIR is a consultative document, the purpose of which is to set out general proposals for development in the National Park, and in particular identify where development should and should not occur. It is a key tool in engaging communities in the work to progress the LDP. The results of the consultation on the MIR will directly feed into the content of the LDP.

**Target audiences:**

All residents and communities, developers, the business community, key agencies (both national and local), interest groups, Landowners / land managers, communities, the general public

- 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 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).

**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.

Prioritising projects for high, medium

**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.

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

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

Equality Strand	Impact	High, Medium or Low
Disability <b>No</b>	The location of development proposed in the Report may have an impact on the ability of some groups to access facilities and services.	M
Gender	The issues, options and proposals in the plan will not have a direct impact on this group.	
Race	The issues, options and proposals in the plan will not have a direct impact on this group.	
Age	The location of development proposed in this report may have an impact on the ability of some groups to access services and facilities	M
Sexual Orientation	The issues, options and proposals in the plan will not have a direct impact on this group.	
Religion/Belief	The issues, options and proposals in the plan will not have a direct impact on this group.	

### 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.

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

The MIR is a consultative document with an overall aim to provide an opportunity to all citizens and stakeholders to become involved in the consultation and benefit from it. It includes options for policies and development sites. It is anticipated that the 'disability' and 'age' target groups could benefit from specific design solutions on the identified sites to meet their needs. The 'age' target group includes all ages, as each has its own quite specific requirements. This will be taken forward into the preparation and development of the LDP.

## 12 Completion

Completing Officer: Karen Major      Date: 23 June 2011



Line Manager: Hamish Trench      Date: 23 June 2011



Please email this initial screening document to [elspethgrant@cairngorms.co.uk](mailto:elspethgrant@cairngorms.co.uk) and a copy should be retained for your own files. If you are required to complete a full EqlA, the form is available in L:\Corporate Services Group\A000-General Misc\Office Templates\EqlA forms.

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