

## **Equality Impact Assessment (EqIA) Initial Screening Form**

### **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 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.

**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.

# INITIAL SCREENING

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

**Cairngorms National Park Partnership Plan 2012-2017**

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

**Gavin Miles, National Park Plan 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

**Hamish Trench, Director of Strategic Land Use**

5 Members of the EqlA project team

Name:	Role:
As above plus Elspeth Grant	Education and Inclusion Officer

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 carry out 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.

- All communities/residents in the Park
- Stakeholders
- Partner organisations of the Park
- Investors and the business community
- Visitors

## 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 equality groups: **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 the Inclusive Cairngorms Group. 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 EqlAs. 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.

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?).

- CNPA guidance on holding accessible meetings
- National Standards for Community Engagement (CNPA adopted version)
- Demographics of those attending CNPA meetings (centrally recorded) suggests older people comprise main audience, young people and family age group missing
- Information provided by Inclusive Cairngorms prior to the commencement of the consultation exercise
- Research, websites eg Centre for Accessible Environments, RNIB, RNID
- Information gathered at Planning Training workshops prior to the commencement of the consultation exercise
- Equalities Impact Screening for consultation events about the National Park Plan

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	Impact	High, Medium or Low
Disability	The National Park Plan will try to increase accessibility to the Park and the ability of people to experience and enjoy its special qualities. This may affect the ability of some groups to access facilities, services or information.	M
Gender	The outcomes and policies of the Plan will have a low impact on this group.	L
Race	The outcomes and policies of the Plan will have a low impact on this group.	L

Age	The National Park Plan will try to increase accessibility to the Park and the ability of people to experience and enjoy its special qualities. This may affect the ability of some groups to access facilities, services or information.	M
Sexual Orientation	No known impact	L
Religion/Belief	The outcomes and policies of the Plan will have a low impact on this group.	L

### 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.

**10** Have you identified a high negative impact in no 9? **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?

#### Disability

The National Park Plan will try to increase accessibility to the Park and the ability of people to experience and enjoy its special qualities. This may affect the ability of some groups to access facilities, services or information. However, the Park Plan is delivered through individual projects and programmes that could have impacts on equalities groups. It the design and scoping of those projects and programmes that can identify and avoid specific impacts and establish measures to reduce any negative impacts.

#### Age

The National Park Plan will try to increase accessibility to the Park and the ability of people to experience and enjoy its special qualities. This may affect the ability of some groups to access facilities, services or information. However, the Park Plan is delivered through individual projects and programmes that could have impacts on equalities groups. It the design and scoping of those projects and programmes that can identify and avoid specific impacts and establish measures to reduce any negative impacts.

## 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.

## 12 Completion

Completing Officer:



Date:

27 April 2012

Line Manager:



Date:

27 April 2012

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 EqIA, the form is available in L:\Corporate Services Group\A000- General Misc\Office Templates\EqIA forms.

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