

**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](mailto: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

Cairngorms Nature Action Plan 2013 – 2018 Operational plan Programme 3: Land management and conservation. <ul style="list-style-type: none"><li>• Establish and facilitate a Cairngorms Wildlife Partnership</li><li>• Via the partnership, deliver projects to conserve and enhance priority habitats and species</li></ul>
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## 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: Andy Ford	Position: Cairngorms Nature 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: Will Boyd Wallis  Stephen Corcoran, Justin Prigmore,	Position: Programme Manager, Land management & conservation Cairngorms Nature Officer Cairngorms Nature Officer
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## 5 a) Does your project impact on people? (e.g. service users, businesses, employees, wider community) **Yes / No** (detail below, noting target audiences)

Wider community Volunteers Biological recorders/ field naturalists
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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? **No**

## e) Does it relate to an area where CNPA has set equality outcomes? **Yes** – Outcome 1 states “more equality groups including young people will enjoy, learn about and help to conserve and enhance the Park”. Volunteering as part of Cairngorms Nature is highlighted as an activity.

## f) Does it relate to an area where there are known inequalities? **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?).

### a) Source of evidence:

CNPA guidance on holding accessible meetings  
 Research, websites e.g. RNIB, RNID, centre for accessible environments  
 PFA checklist for holding public events  
 PFA checklist for publications, print and websites  
 A community development officer sits on the partnership steering group encouraging community engagement with the process

### b) Impacts

Equality group	Impacts (positive, negative, no effect, not clear)	High, medium, low
Age	<p>Overall, the impacts are deemed to be very low. However, in specific areas there may be a more significant impact.</p> <p>The Cairngorms Nature Action Plan encourages people to get involved and engaged with nature and its conservation e.g through biological recording. In this area, the ability of some groups to become involved may be affected and impact may be medium.</p> <p>In such cases, equalities will be considered closely a part of project development (possibly resulting in project specific EqlA’s) and projects will be designed in such a way to minimise any impact and promote inclusion.</p>	Low - Medium
Disability	<p>Overall, the impacts are deemed to be very low. However, in specific areas there may be a more significant impact.</p> <p>The Cairngorms Nature Action Plan encourages people to get involved and engaged with nature and its conservation e.g through biological recording. In this area, the ability of some groups to become involved may be affected and impact may be medium.</p> <p>In such cases, equalities will be considered closely a part of project development (possibly resulting in project specific EqlA’s) and projects will be designed in such a way to minimise any impact and promote inclusion.</p>	Low - Medium
Gender / gender reassignment		
Marriage and		

civil partnership		
Pregnancy and maternity		
Race		
Religion / belief		
Sexual orientation		

### 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 7b, how will the project affect or help to eliminate discrimination, advance equality or foster good relations between groups of people?

	<b>Project activity</b> (stating which equality groups are likely to be affected)
<b>a)</b> Eliminate unlawful discrimination	
<b>b)</b> Advance equality of opportunity	The Cairngorms Nature Action Plan encourages people to get involved and engaged with nature and its conservation e.g through biological recording. All projects will be designed to consider, and promote access to, the age and disability equality groups in particular
<b>c)</b> Foster good relations between groups of people	Volunteering and citizen science projects will encourage participation from different groups of people.

**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?

Impacts have been identified as low-medium; identification of impacts has been informed by previous experience and good practice guidelines.

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

**Medium / low priority actions**

The design and scoping of individual projects will identify and put measures in place to minimize any negative impacts, by going through the EqIA process.

Third parties delivering projects will be requested to take equalities into consideration as part of the terms & conditions of any CNPA funding

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](mailto:lauragrants@cairnngorms.co.uk)

**12 Screening Completion**

**Completing Officer:**

Andy Ford

**Date: 15 – 02 - 2013**

**Line Manager:**

Will Boyd Wallis

**Date: 15 – 02 - 2013**

Please email this initial screening document to [lauragrants@cairnngorms.co.uk](mailto: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.**