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.

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.

*The specific duties for Scottish public authorities came into force in May 2012.
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 EqIAs over a set period of time.

Question 3 - 4
If the officer carrying out the EqIA 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 EqIA.

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

5 a) CNPA’s equality outcomes 2013-17
f) For example access to countryside, gender pay gap.

5) Do your project impact on people? (e.g. service users, businesses, employees, wider community) Yes (detail below, noting target audiences)

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? Yes (If yes, please specify)
The CNPA’s equality outcome 3 states: “More equality groups will participate in CNPA led consultation and engagement”. Consultations relating to the new LDP will need to be designed to contribute towards this outcome.

f) Does it relate to an area where there are known inequalities? Yes

Question 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 EqIA so proceed to question 12 to sign and complete the initial screening process.
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 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.
**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*

If it is an existing project, list the good practice that you are already doing!

**Question 9**
Currently not required to answer this question.

*(guidance on Human Rights to be inserted)*

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**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?

<table>
<thead>
<tr>
<th><strong>Project activity</strong>&lt;br&gt;(stating which equality groups are likely to be affected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Eliminate unlawful discrimination</td>
</tr>
<tr>
<td>b) Advance equality of opportunity</td>
</tr>
<tr>
<td>c) Foster good relations between groups of people</td>
</tr>
</tbody>
</table>

**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 EqIA. A full EqIA 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 EqIA?
**No**

What information supports your decision?

No high impacts identified in Q7 b). The Local Development Plan is expected to have positive impacts in terms of advancing the provision of services/facilities for the benefit of all groups. It should also be noted that the Local Development Plan will be delivered through individual projects and programmes. The design and scoping of these projects and programmes will be able to identify and avoid specific equalities impacts and establish detailed measures to reduce any negative impacts.
Finally, is there any action that can be taken even if a full EqIA is not required?

| **Age** |
|——|
| The consultation on the Local Development Plan will be designed, as far as possible, to engage with all age groups, including young people and young working families. |

| **Disability** |
|——|
| All Local Development Plan documents will be made available in alternative formats (e.g. large print versions) on request. |

| **Race** |
|——|
| All Local Development Plan documents will be made available in alternative formats (e.g. alternative languages) on request. |

| **General** |
|——|
| It should be noted that the Local Development Plan will ultimately be delivered through individual projects and programmes. The design and scoping of those projects and programmes should identify and avoid specific impacts and establish detailed measures to reduce any negative impacts. |

**I2 Screening Completion**

**Completing Officer:** David Berry  
**Date:** 28/07/2017

**Line Manager:** Gavin Miles  
**Date:** 28/07/2017

Please email this initial screening document to CatrionaCampbell@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.**

This document will also be available on the CNPA website.
Question 13
If you have identified that your project has a high impact, it is likely (particularly new projects), that you will not have all of information available and so you will need to carry out more research or consultation. If there is evidence already available, consider if the information is relevant, reliable and detailed enough. Would carrying out more research or consultation be justified, given the importance of the project? Is it likely to lead to a different outcome?

You will need to understand the views of the people who are likely to be affected or who have an interest in the project. You should consider how to reach those affected groups and make it easy for them to respond. Consider meetings as well as written consultation, taking into account people’s needs (for example, access and transport for disabled people, childcare, arranging evenings so that they do not clash with religious festivals). You may need to consider hard-to-reach groups such as new migrants, gypsy travellers or people in isolated areas. You should also consider different methods of consulting and different formats for materials (for example, tapes, large print).

Make use of Inclusive Cairngorms to consult relevant groups. Contact the Education and Inclusion officer elspethgrant@cairngorms.co.uk

Question 14
The assessment should focus on agreeing how to reduce negative effects and increase positive effects by making changes to the project and how it is put in place. Any partners you have identified may have processes and policies which could help reduce the negative effects or promote opportunities. Continued next page

FULL EQUALITY IMPACT ASSESSMENT (EqIA)

Gathering additional information

13 If your project has a high impact on any equality group, or you have identified a gap in evidence, you may need to carry out further research or consultation to ensure that the project/policy is effective and fully meets the needs of users. Please provide details below.

Evidence Gathering:

Consultation/involvement:

Assessing impact

14 Has this further research/consultation highlighted any additional issues to those you had already identified? Please list below, any new impacts identified and state whether these are positive or negative and whether they are high, medium or low impacts. Explain briefly your thinking.

<table>
<thead>
<tr>
<th>Equality group</th>
<th>Impact / issue Positive or negative? (P/N)</th>
<th>Is it high, medium or low impact?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age; Disability; Gender; Gender reassignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion/Belief; Sexual Orientation (list as relevant)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued next page
15 Considering any new impacts or issues identified, **how will your project affect or help to:**

<table>
<thead>
<tr>
<th>Project activity (positive or negative)</th>
</tr>
</thead>
</table>
| **a) Eliminate discrimination**  
Eg against disability, harassment, victimization, less favourable treatment |
| **b) Advance equality of opportunity**  
Eg remove/minimize disadvantage, meet the needs of different groups, increase participation of certain groups, take account of disabled people’s impairments |
| **c) Affect good relations between groups**  
Eg tackle prejudice, promote understanding |

16 Having considered the impacts, you have four options. Please tick:

- a) Apply the project  
  with no major change
- b) Adjust the project  
  go to Q17
- c) Continue the project  
- d) Stop the project

If you answered a, c or d please provide reasons:
Action Planning

**Question 17**
Based on impacts identified, what changes will you be making to the project as a result of going through the EqIA process?

**Question 18**
Explain how you will monitor and evaluate this project, and if required, when this project will be reviewed?

**Question 19**
Completing Officer: Date:

Line Manager: Date:

Please note that you have a duty to provide feedback – at an appropriate time during the project – to the people you consulted in the process of carrying out this EqIA.

Please email this full EqIA to CatrionaCampbell@cairngorms.co.uk and a copy should be retained for your own files.

We have a legal duty to publish the results of full EqIAs; these will be published on our website.

Monitoring arrangements

**Monitoring is part of the process as it helps identify the actual effects of the project and any changes you make, and trends over a period of time.**

Refer to the Park for All checklists for possible actions to consider.

You should identify who will take forward any actions, and set a target date for doing so. When considering other measures, consider whether any revisions you make are justified, given the importance of the project (in other words, in terms of their effects, cost and so on).

To complete the full EqIA, carry out a final check, then you and your line manager should sign and date the form. The form should then be emailed to Catriona Campbell. All full EqIAs will be logged and actions monitored by the Park for All group who meet quarterly.