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.
**INITIAL SCREENING**

1. Name of the project and its main aims

| Cairngorms National Park Local Development Plan 2020 |
| Sets out policies and proposals for the development and use of land in the National Park for a 10 year period. Also provides a broad indication of the scale and location of development requirements from 2030 to 2040. Provides the basis for the assessment and determination of all planning applications within the National Park. |

2. Is this a new or existing project? **New (although it is a review of the existing Local Development Plan 2015)**

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

| Name: David Berry |
| Position: Planning Manager (Forward Planning & Service Improvement) |

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

| Name: Gavin Miles |
| Position: Head of Planning and Communities |

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

| Communities/residents in the Park; partner organisations in the Park; stakeholders; investors and the business community; visitors |

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**

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.
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?).

b) Source of evidence:
- EqIAs carried out for the Local Development Plan 2015 and the National Park Partnership Plan 2017-2022
- EqIAs carried out for other plans produced for the Cairngorms National Park
- Cairngorms National Park Authority Equality Outcomes 2017-2021
- Generic EqIAs carried out for other publications (which provide evidence for the publication of the LDP) and websites (which provide evidence for any web based material associated with the LDP)
- National Standards for Community Engagement

b) Impacts

<table>
<thead>
<tr>
<th>Equality group</th>
<th>Impacts (positive, negative, no effect, not clear)</th>
<th>High, medium, low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td>The LDP will identify development land and proposals for the provision of facilities and services. It also protects existing services and facilities where possible. This impact is likely to be positive in advancing provision of services/facilities for the benefit of all groups. Potential medium negative impacts may arise if plan documents are not made accessible to all age groups.</td>
<td>M</td>
</tr>
<tr>
<td>Disability</td>
<td>The LDP will identify development land and proposals for the provision of facilities and services. It also protects existing services and facilities where possible. This impact is likely to be positive in advancing provision of services/facilities for the benefit of all groups. Potential medium negative impacts may arise if plan documents are not made easily accessible to all disability groups.</td>
<td>M</td>
</tr>
<tr>
<td>Gender / gender reassignment</td>
<td>Neutral impact on this group.</td>
<td>L</td>
</tr>
<tr>
<td>Marriage and civil partnership</td>
<td>Neutral impact on this group.</td>
<td>L</td>
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<tr>
<td>Pregnancy and maternity</td>
<td>Neutral impact on this group.</td>
<td>L</td>
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<tr>
<td>Race</td>
<td>Potential medium negative impacts may arise if plan documents are not made accessible and/or understandable to non-English speakers.</td>
<td>M</td>
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<tr>
<td>Religion / belief</td>
<td>Neutral impact on this group.</td>
<td>L</td>
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<tr>
<td>Sexual orientation</td>
<td>Neutral impact on this group.</td>
<td>L</td>
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</tbody>
</table>
**Question 8**

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

<table>
<thead>
<tr>
<th>a) Eliminate unlawful discrimination</th>
<th>N/A</th>
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<tbody>
<tr>
<td>b) Advance equality of opportunity</td>
<td>The Local Development Plan will identify development land as well as proposals for the provision of facilities and services. It will also protect existing services and facilities where possible. It is therefore likely to have a positive impact in advancing the provision of services/facilities for the benefit of all groups.</td>
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<tr>
<td>c) Foster good relations between groups of people</td>
<td>The National Park Partnership Plan will show how the four aims of the Park can be achieved together. It will also outline the vision and overall strategy for managing the Park – this will help to align the activities of all stakeholders within the Park.</td>
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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)*

**Question 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?

<table>
<thead>
<tr>
<th>Age</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th>Disability</th>
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<tr>
<td>All Local Development Plan documents will be made available in alternative formats (e.g. large print versions) on request.</td>
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<th>Race</th>
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<tr>
<td>All Local Development Plan documents will be made available in alternative formats (e.g. alternative languages) on request.</td>
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<th>General</th>
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<tr>
<td>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.</td>
</tr>
</tbody>
</table>

Q11 Consider any action to address any issues identified, e.g. removing or mitigating negative impacts where possible, and exploiting any potential for positive impact.

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 Catriona Campbell. A copy should be kept for your files.

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**
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>
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</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 | |

Consider any negative effects and whether they could be justified. Perhaps there is conflict with your legal duties, our strategic aims or local commitments or needs. For example, if the project involves volunteering but only for those over the age of 18, this has a negative effect on young people but can be justified under the Child Protection Act and health and safety regulations.

Consider any positive effects and how you can take full advantage of them.

**Question 15**
See Question 8 guidance

**Question 16**
Once you have gathered the information, assessed the effects and got views through consultation, you can come to a conclusion about what you will do.

a) **Apply the project** with no major change ie, the assessment shows the project is robust and has maximized the opportunity for equality
b) **Adjust the project** to remove negative impacts or to advance equality
c) **Continue the project** despite identifying adverse effects
d) **Stop the project** where adverse effects cannot be justified / mitigated

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**

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

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**Monitoring arrangements**

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

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**Question 19**

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.

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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.