

Date 15-07-19

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

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

Communications & Engagement Strategy 2018-2022 <ul style="list-style-type: none">• Increase awareness of the Park• Increase engagement with the Park• Increase involvement in caring for the Park

2 Is this a new or existing project? Delete as relevant: **Existing**

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

Name:	Position:
Francoise van Buuren	Head of Communications & Engagement

4 Do you share responsibility for carrying out the project with other colleagues or organisations? Delete as relevant: **Yes** If yes, please give details

Name:	Position:
Grant Moir/Members of MT	CEO/Directors X 3
Members of OMG	Heads of Service X 5
Alison Fleming	Communications Officer
Karen Archer/Charlotte Milburn	Press Officer (Job share)
Donald Ross	Digital Communications Officer
Sian Jamieson	Digital Campaigns Officer

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

This is a cross-cutting programme of work affecting the whole organisation. Target audiences are: visitors, residents, local businesses, land managers, NPPP delivery partners, politicians, decision makers/influencers, staff/Board.
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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? **Yes**
- e) Does it relate to an area where CNPA has set equality outcomes? **Yes** (If yes, please specify)

Outcome 1 By removing barriers, more equality groups, including young people, will enjoy, learn about and help to conserve and enhance the Park.

Outcome 3 People from equality groups will be aware of and able to access information about the Park, including its recreation opportunities.

Outcome 4 Communities, including young people and people with disabilities, will be able to easily engage with the planning process

Outcome 5 The CNPA will have a more diverse, inclusive and positive working environment for staff.

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. [Draft outcomes here.](#)
- 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:

Research data: local residents & businesses from 2011 census, visitors from 2015 Visitor Survey, staff & board members surveys, CNPA advisory groups & forums, CNPA Equality Outcomes 2017-2021, EqlAs carried out for other plans produced for the Cairngorms National Park including Generic EqlAs carried out for publications (which provide evidence for the publication of the NPPP itself) and websites (which provide evidence for any web based material associated with the NPPP) and National Standards for Community Engagement, Inclusive Cairngorms provide advice (e.g. online communications toolkit)

b) Impacts

Equality group	Impacts (positive, negative, no effect, not clear)	High, medium, low
Age	Overall, the impact is considered to be low, however there are some 'hard to reach' groups who are more difficult to engage with (e.g. younger audiences) and the ability of some groups to become involved through volunteering may mean the impact for older people is medium. Equalities will be considered as part of specific communications & engagement activities to minimise any impact and promote inclusion.	Low-medium
Disability	Overall, the impact is considered to be low, however some activities may have more significant impact e.g. volunteering opportunities. We provide printed materials in larger print, our website aims to achieve triple A rating, our community engagement standards cover inclusion aspects for less able people	Low-Medium
Gender / gender reassignment	Overall, the impact is considered to be low. We ensure there is a balance of images/messages that reflect the gender balance of the Park.	Low
Marriage and civil partnership	Neutral impact on this group.	Low
Pregnancy and maternity	Neutral impact on this group.	Low
Race	Overall, the impact is considered to be low. We ensure there is a balance of images/messages that reflect the race balance found in the Park. Materials published may not be accessible and/or understood by non-English speakers.	Low
Religion / belief	Neutral impact on this group.	Low
Sexual orientation	Neutral impact on this group.	Low

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?

	Project activity (stating which equality groups are likely to be affected)
a) Eliminate unlawful discrimination	
b) Advance equality of opportunity	We will target younger audiences to get involved with the Park using digital media & campaigns aimed at families. Support materials to help others promote the Park will use appropriate images reflecting the age, gender & race balance found in the Park. Public events and engagement will follow the EqlA good practice guidelines and Community Engagement Standards to ensure they are accessible to all. Activities will be designed to consider, and when appropriate promote access to age, gender, race and disability equality groups with support from Inclusive Cairngorms.
c) Foster good relations between groups of people	Volunteering, acting as Park Ambassadors and community engagement will encourage participation from different groups of people. Our activities will bring interests groups together to work in partnership particularly through our campaigns and events programme. Our digital coms will encourage online networking bringing groups of interest together to support each other, share information and ideas.

9 Could the project have implications for human rights? What would these be?

Not Applicable

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, EqlA good practice guidelines and external advice from specialist suppliers e.g. web designers.

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

The design and scoping of individual projects will identify and put measures in place to minimize any negative impacts by going through the EqlA process and/or gaining advice from Inclusive Cairngorms.

Third parties delivering projects will be requested to take equalities into consideration as part of their terms and 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. A copy should be kept for your files.

Please also email this document to lauragrants@cairngorms.co.uk, and Elsbethgrant@cairngorms.co.uk

12 Screening Completion

Completing Officer:

Date:

**Francoise van Buuren
Head of Communications & Engagement**

Line Manager:

Date:

**Grant Moir
CEO**

Please email this initial screening document to lauragrants@cairngorms.co.uk and a copy should be retained for your own files. If you need to complete a full EqlA, please continue.

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