

Date 16 May 2014

**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.

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.

INITIAL SCREENING

1 Name of the project and its main aims

Active Cairngorms: The Cairngorms National Park Outdoor Access Strategy (2015-2020). This is a review of the existing Outdoor Access Strategy 2007-2012.

The project will deliver an adopted outdoor access strategy for the Cairngorms National Park that:

1. integrates with other NP strategies (esp Cairngorms Nature) to deliver effective spatial strategy (HRA and SEA at its core)
2. promotes a partnership approach to increasing physical activity and active travel;
3. empowers residents and visitors to participate in and develop a sense of responsibility for the National Park;
4. deliver's outstanding visitor and learning experiences focused on key priorities.

2 Is this a new or existing project? Delete as relevant: **Revision of existing strategy**

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

Name: David Clyne	Position: Recreation and Access Manager
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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: Cairngorms Outdoor Access Forum	Position: Statutory advisory body
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5 a) Does your project impact on people? (e.g. service users, businesses, employees, wider community) **Yes** (detail below, noting target audiences)

1. All communities and residents of the Park
2. Community groups and Communities of Interest
3. Stakeholders (Local Authorities, Public Bodies, Cairngorms Outdoor Access Forums, Recreational user groups, Land Managers and Private Estates, Activity Providers and businesses).
4. Visitors to the Park

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)

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 EqlA 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 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:

1. CNPA Qualities outcomes provide guidance on existing evidence of the equality needs in the Park. These are underpinned by Equalities Analysis carried out by CNPA.
2. CNPA guidance on holding accessible meetings.
3. National standards for Community Engagement
4. CNPA guidance on holding Public Events
5. CNPA guidance on developing websites and web content
6. Research, websites e.g. Centre for Accessible Environments: RNIB, RNID
7. Information and feedback gathered from Inclusive Cairngorms

b) Impacts

Equality group	Impacts (positive, negative, no effect, not clear)	High, medium, low
Age	1. Published information on CNPA website may not be accessible to all groups	H
Disability	1. Printed and published documents (consultation and final reports) may not be accessible to people with visual impairments. 2. Printed documents and publicity may not be accessible for people with physical disabilities.	H
Gender / gender reassignment	No known impact	-
Marriage and civil partnership	No known impact	-
Pregnancy and maternity	No public meetings are planned so no impact.	-
Race	Written materials published as part of the consultation, and presentations may not be accessible and/or understood by non English speakers	L
Religion / belief	No public meetings are planned so no impact with regard to events held on religious days.	-
Sexual orientation	No known impact.	-

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 e.g. 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 e.g. 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	<p>The project will be scoped in partnership with Inclusive Cairngorms to climate potential bias and inequality of opportunity in strategic aims and outcomes.</p> <p>The delivery of Active Cairngorms will be informed by bespoke key stakeholder consultation. No public meetings are planned</p> <p>There will be a 12 week public consultation held from January to March 2014. Opportunities to comment on the strategy will be available on-line and hard copy.</p>
c) Foster good relations between groups of people	<p>There will be a 12 week public consultation held from January to March 2014. Opportunities to comment on the strategy will be available on-line and hard copy.</p>

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

No

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? **Yes**

What information supports your decision?

High impacts (age and disability) identified in section 7.

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

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 also email this document to

CatrionaCampbell@cairngorms.co.uk, and
Elsbethgrant@cairngorms.co.uk

12 Screening Completion

Completing Officer:

David Clyne

Date:

16 May 2014

Line Manager:

Pete Crane

Date:

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 EqlA, 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 travelers 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:

1. Meet with Inclusive Cairngorms to discuss the consultation process.
2. Plain English review of all project documents.
3. Review of guidance to provide large print information
4. Assessment of requirements for online information.

Consultation/involvement:

1. Peer review of documents (Access Team).
2. Meet with Cairngorms Community Development Officers to inform consultation requirements and apply equalities best practice.

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.

Equality group	Impact / issue Positive or negative? (P/N)	Is it high, medium or low impact?
Age; Disability; Gender; Gender reassignment; Marriage and civil partnership; Pregnancy and maternity; Race; Religion/Belief; Sexual Orientation (list as relevant)	Not all people have access to a computer so consultation documents will have to be available in hard copy format.	L

Question 14 continued

For example, although we fund some Ranger Services, it is mostly local authorities who employ rangers. Rangers have an opportunity to provide equal opportunities, promote positive attitudes and encourage good relations between people of different groups. As a result, it is important that rangers receive equality training which may be provided by local authorities.

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 i.e., 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

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

	Project activity (positive or negative)
a) Eliminate discrimination E.g. against disability, harassment, victimization, less favorable treatment	
b) Advance equality of opportunity E.g. remove/minimize disadvantage, meet the needs of different groups, increase participation of certain groups, take account of disabled people's impairments	The project will be primarily informed by bespoke consultation with key stakeholders. These will be face to face meetings and the project manager will be happy to meet with any group or individual.
c) Affect good relations between groups E.g. 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:

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Question 17

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).

Question 18

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.

Question 19

To complete the full EqlA, 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 EqlAs will be logged and actions monitored by the Park for All group who meet quarterly.

Action Planning

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

1. Involve Inclusive Cairngorms in the sign off of all consultation documentation.
2. Provide hard copy and electronic reports for consultation.
3. Consult CDOs on best practice in running inclusive consultations and take on board any additional equality impacts or suggestions for engaging wider audiences.
4. Ensure that all documents are peer reviewed prior to publication
5. Use plain English throughout.
6. Follow agreed standards for all published materials and community engagement.
7. Provide contact details so people can discuss any special requirements.
8. Provide large print documents as required.
9. Ensure any images used in publication are inclusive and representative of relevant communities using the Park.

Monitoring arrangements

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

1. Use consultation response forms.
2. Address challenges and opportunities as they arise.
3. Monitor need to produce sufficient hard copy reports.
4. Monitor stakeholder response issues and feedback response time.
5. The project will be reviewed at key stages:
 - a. Sept 2014 – initial stakeholder review.
 - b. Oct/Nov 2014 – draft report produced.
 - c. Jan-Mar 2015 – public consultation
 - d. April 2015 – end of project review.

19 Completion

Completing Officer: _____ Date: _____

David Clyne
Line Manager:

Date: _____

Pete Crane

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 EqlA.

Please email this full EqlA 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 EqlAs; these will be published on our website.