



Equality Impact/Fairer Scotland Duty Assessment Form  
(To be completed with reference to Guidance Notes)

**Step 1**

**Name of Proposal: BU-BE-010 Business Efficiency Processes**

**Step 2**

Is this only a **screening** Equality Impact Assessment Yes/No

**(A)** If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

(i) It does not impact on people Yes/No

(ii) It is for information only Yes/No

(iii) It is reflective e.g. of budget spend over a financial year Yes/No

(iv) It is technical Yes/No

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

**(B)** If you have answered No to the above, please indicate the following:

Is this a full Equality Impact Assessment Yes/No

Is this a Fairer Scotland Duty Assessment Yes/No

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

**Step 3**

(i) Lead Directorate/Service: Governance & Change Team, Strategic Policy Transformation and Public Sector Reform

(ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

To ensure best value for the organisation.

(iii) What is the aim of the proposal? Please give full details.

The aim of the proposal is to review business processes to ensure efficiencies and cut out additional work that is not required. A number of individual processes have been identified, some in individual service teams/directorates but a number are cross cutting over the organisation.

These may however be reliant on services introducing new systems and ways of working to support the transformation.

(iv) Is it a new proposal?                      ~~Yes~~/No

OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function?                      Yes/~~No~~

Although the project was previously on the Change Programme, savings and individual projects have now only been identified, albeit just the first tranche.

**Step 4**

**Which people does your proposal involve or have consequences for?**

Please indicate all which apply:

- |                       |                    |
|-----------------------|--------------------|
| Employees             | Yes/ <del>No</del> |
| Job Applicants        | <del>Yes</del> /No |
| Service users         | Yes/ <del>No</del> |
| Members of the public | Yes/ <del>No</del> |

**Step 5**

**List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:**

- |                              |   |
|------------------------------|---|
| <b>Internal data</b>         | (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).<br><br>It is too early to collect data on many of the project elements to inform the final decision of new ways of working and perhaps interacting with customers ie a mainly digital process rather than a face to face option, although we remain mindful that not all customers can transact in one way and alternative options may be require for some customers. Once detailed planning for the project progresses, it is intended that staff and customers will be involved to understand the potential impact a change to a service may have. |
| <b>Internal consultation</b> | (e.g. with staff, trade unions and any other services affected).  |

If any staff savings are to be made as a direct result of this project, they will be progressed in accordance with the Council's managing workforce change policy, at the appropriate time.

**External data** (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

Base data that has been used to date for the early planning stages has mainly been transactional numbers/statistics. However, as the new ways of working are designed, careful consideration will be given to other data ie other local authorities (including LGBF etc), similar third party performance and customer age/demographics etc,

**External consultation** (e.g. partner organisations, national organisations, community groups, other councils.

External information/ evidence will be utilised where this is relevant to inform any change.

**Other** (general information as appropriate).

Information from other organisations (e.g. Improvement Service and other local authorities) will be used to inform the potential change where relevant.

## **Step 6**

### **Evidence Gaps**

Are there any gaps in the equality information you currently hold? Yes/No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

Evidence base from services/customer feedback will play an important role in shaping the new ways of working or need to invest in new technology. The impact of any potential changes will be checked fully prior to making final decisions.

## **Step 7**

**Are there potential differential impacts on protected characteristic groups?** Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

**Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.**

It is not anticipated there would be any impact, positive or negative, on protected characteristic groups but this will be kept under constant review. Some lessons can be learnt from new ways of working introduced during COVID 19 and these may, if felt appropriate, be included in the planning stages of review.

Age	Impact: Neutral
Disability	Impact: Neutral
Gender reassignment	Impact: Neutral
Marriage and Civil Partnership	Impact: Neutral
Pregnancy/Maternity	Impact: Neutral
Race - (includes Gypsy Travellers)	Impact: Neutral
Religion or Belief	Impact: Neutral
Sex	Impact: Neutral
Sexual orientation	Impact: Neutral

### **Step 8**

#### **Consultation with any of the groups potentially affected**

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

Not yet carried out.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Not applicable at this time.

### **Step 9**

#### **What mitigating steps will be taken to remove or reduce potentially negative impacts?**

This will be identified as each element of the project progresses.

### **Step 10**

#### **If a potentially negative impact has been identified, please state below the justification.**

Not applicable at this stage but will be kept under constant review.

### **Step 11**

**In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?**

Not applicable at this stage but will be kept under constant review.

## Step 12

**Is there any action which could be taken to advance equalities in relation to this proposal?**

Not applicable at this stage but will be kept under constant review.

## Step 13

### **FAIRER SCOTLAND DUTY**

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

**Step 13(A)**            What evidence do you have about any socio-economic disadvantage/ inequalities of outcome in relation to this strategic issue?

**Step 13(B)**            Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.

**Step 13(C)**            Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from Covid-19.

**Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.**

**Low and/or No Wealth** (e.g. those with enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.

**Impact -**

**Material Deprivation** (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

**Impact -**

**Area Deprivation** (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport).

**Impact -**

**Socio-economic Background** i.e. social class including parents' education, people's employment and income.

**Impact -**

**Other** (please indicate)

**Step 13(D)**

Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.

**Step 14****What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?**

As each element of the project commence, the development of the EIA in greater detail will be undertaken.

**Step 15****Where will this Equality Impact/Fairer Scotland Duty Assessment be published?**

On the Council's website

**Step 16**

**Sign off and Authorisation.** Please state name, post, and date for each:

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Approved by:           Vivien Smith, Director of Strategic Policy, Transformation & Public Sector Reform

Vivien Smith