



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

Step 1

Name of Proposal: BU-ODZ-012 Service Review - Governance & Change
(in Financial Year 2023/24)

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: Strategic Policy, Transformation & Public Sector Reform – Governance & Change Service
- (ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

Provides assurance in relation to compliance with Performance Reporting and compliance with Best value duties.

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

The aim of the proposal is to review the scope of services delivered by the Governance & Change team and depending on the outcome of the review there may be opportunity to reduce the staffing complement. This is however reliant on other service areas developing ways of working that embed the current level of support provided across the organisation as part of their day-to-day operations.

(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

Step 4: Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees	Yes/ No
Job Applicants	Yes /No
Service users	Yes/ No (other Council staff)
Members of the public	Yes /No

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:

Internal data	(e.g. customer satisfaction surveys; equality monitoring data; customer complaints). It is too early to collect data to inform the final decision with this review. When detailed planning for the review commences, it is intended that service users (other Council staff) will be engaged to understand the potential impact a reduction in the service may have.
Internal consultation	(e.g. with staff, trade unions and any other services affected). This 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) External information/ evidence will be utilised where this is relevant to inform any change.

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

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

Other (general information as appropriate).

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 impacted by any reduction in this central service resource. Engagement with these services to check potential impact 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.

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

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 meantime.

Step 9

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

This will be identified at the time of the review.

Step 10

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

Not applicable at this stage.

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.

Step 12

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

Not applicable at this stage.

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?

The process of carrying out the review will include the development of the EIA in greater detail.

Step 15

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

This will be published in an appropriate location on the Council's website.

Step 16

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

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28 January 2021

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Approved by: Vivien Smith, Director of Strategic policy, Transformation & Public Sector Reform, 28 January 2021