



Equality Impact/Fairer Scotland Duty Assessment Form

(To be completed with reference to Guidance Notes)

Step 1

Name of Proposal (includes e. g. budget savings, committee reports, strategies, policies, procedures, service reviews, functions): REVISED COMMON GOOD FUND POLICY GUIDELINES AND ADMINISTRATIVE PROCEDURES

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 a percentage increase in fees which has no differential impact on protected characteristics | Yes/No |
| (iii) It is for information only | Yes/No |
| (iv) It is reflective e.g. of budget spend over a financial year | Yes/No |
| (v) 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: Finance (although a number of services are involved in the administration of Common Good Funds)

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

There are a variety of legal and best practice guidance relevant to the administration of Common Good Funds, such as:-

- Determination of the Inner House of the Court of Session appeal relating to Lochside Leisure Centre
- Local Authority (Capital Financing and Accounting) (Scotland) Regulations 2016
- Community Empowerment (Scotland) Act 2015
- Local Government etc (Scotland) Act 1994
- CIPFA Accounting Code of Practice
- LASAAC Accounting for the Common Good Fund: A Guidance Note For Practitioners

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

To gain approval for a revised Common Good Fund Policy Guidelines and Administrative Procedures document. The policy is being revised in the main to address the above noted determination by the Inner House that Lochside Leisure Centre (and thus other similar assets) has always been owned by the Common Good Fund.

(iv)Is it a new proposal? Yes/No Please indicate OR

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

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

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).

The revisions within the policy concern the asset use relationship between the Common Good Fund and General Fund. The main aspect of this is the transfer in asset values

from the GF to CGFs. The accounting implications of this will impact onto the respective Fund Balance Sheets which, while of interest to Council Tax and rent payers as well as Common Good Fund stakeholders, has no direct impact onto them.

Internal consultation (e.g. with staff, trade unions and any other services affected).

The revised policy has been subject to internal consultation.

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

Not applicable

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

Not applicable

Other (general information as appropriate).

Not applicable

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.

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.

Age

Impact

No impact

Disability

Impact

No impact

Gender reassignment

Impact

No impact

Marriage and Civil Partnership

Impact

No impact

Pregnancy/Maternity

Impact

No impact

Race - (includes Gypsy Travellers)

Impact

No impact

Religion or Belief

Impact

No impact

Sex

Impact

No impact

Sexual orientation

Impact

No 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 applicable

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

Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?

Not applicable

Step 10: If a potentially negative impact has been identified, please state below the justification.

Not applicable

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?

No contribution

Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?

Not applicable

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.

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

Not applicable

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

On the Council's website together with the associated report.

Step 16: Sign off and Authorisation. Please state name, post, and date for each:

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Reviewed by: Doreen Phillips, Snr Practitioner (Equalities) 23/04/21

Approved by: Ian Lorimer, Director of Finance, 29 April 2021

NB. There are several worked examples of separate EIA and FSD Assessments in the Guidance which may be of use to you.
