



## 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):

Review of Angus Council Standing Orders

### 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:

Legal and Democratic Services

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

Local Government (Scotland) Act 1973

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

The Report presents to elected members revised Standing Orders for consideration and approval. The aim of reviewing and revising the Standing Orders is to ensure that they comply with current legislative provisions and are fit for purpose.

(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

It is a review of the Council's current Standing Orders.

**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).

Feedback on the current Standing Orders has been sought from CLT, officers across the Council, the Governance Member Officer Working Group (MOWG) and other elected members. A log has been kept for the past 12 – 18 months noting any issues that have arisen with Standing Orders that require clarification or could be addressed in the review.

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

A Governance MOWG was created to review the Council's Governance document. This included obtaining views from the MOWG on what they think needed changed in the Standing Orders and feedback on the proposed changes. Several meetings took place where the MOWG went through each Standing Order individually and discussed any amendments necessary. Individual services were also contacted where we believed their input was necessary.

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

Consideration was given to the Standing Orders of other Scottish local authorities.

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

The SOLAR Governance Group on the Knowledge Hub was used as a resource to obtain the opinions of other councils in relation to some aspects of the proposed new Standing Orders.

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

N/A.

### **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:** Neutral

Disability

**Impact:** Positive – changes are proposed to remove the requirement for Members to stand when speaking in Council and Committee meetings. Other changes to the Standing Orders are proposed to support hybrid meetings, some of which are already happening in practice but have not yet been formally updated in Standing Orders, which may have a positive impact for those with a disability in terms of not requiring physical attendance at meetings.

Gender reassignment

**Impact:** Neutral

Marriage and Civil Partnership

**Impact:** Neutral

Pregnancy/Maternity

**Impact:** Positive – changes are proposed to remove the requirement for Members to stand when speaking in Council and Committee meetings. Other changes to the Standing Orders are proposed to support hybrid meetings, some of which are already happening in practice but have not yet been formally updated in Standing Orders, which may have a positive impact for those with the protected characteristic of Pregnancy/Maternity in terms of not requiring physical attendance at meetings.

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.

The MOWG was consulted on proposed changes to the Standing Orders e.g. in relation to removing the requirement to stand when speaking and regarding aspects relating to hybrid meetings.

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)?

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

No potential negative impacts are anticipated.

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

N/A

**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?**

Hybrid meetings enables greater access for Members, Officers and Members of the Public.

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

No.

**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?**

N/A

**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.**

N/A

**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 N/A**

**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 N/A**

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

**Impact N/A**

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

**Impact N/A**

**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.**

N/A

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

Standing Orders are monitored on a regular basis and reviewed at regular frequencies.

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

With the report to Council seeking approval of the new Standing Orders.

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

Prepared by: Maaria Zabir, 18 April 2023

Reviewed by: Alison Watson, 26 April 2023

Approved by: Jackie Buchanan, 26 April 2023

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

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