



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):

Strategic Policy and Transformation Directorate Review

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 /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:

Depute Chief Executive

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

Aspects of the in-scope services that form part of the Directorate Review perform statutory functions related to performance reporting, procurement, corporate governance and corporate planning. However, the review will only consider structural arrangements to the delivery of these statutory functions

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

The notified retirement of the Director, combined with existing Manager vacancies within the directorate, has prompted the need to review the future operating arrangements for specific aspects of the directorate's functions to ensure their ongoing and effective delivery

1. To determine the most appropriate management arrangements for the effective delivery of some of the SP&T directorate's functions taking account of the planned retirement of the Director and current vacant posts.
2. To maximise the contribution that any proposed changes make towards delivery of the council's priorities and objectives.
3. To effectively integrate any proposed changes with other service reviews e.g. Service Review of Partnerships.
4. To be revenue neutral

(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

Directorate Service Review

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 review process will assess internal data related to the posts and functions concerned. Specifically existing Job Descriptions and associated budgets.

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

The review process will consult with the staff who are in-scope and affected through interviews.

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.

Current SP&T functions involve Community Planning Partners, any proposals will take account of the needs of these various external stakeholders.

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.

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.

The Review is an internal organisational structural review that will determine the most appropriate management arrangements for the effective delivery of some of the SP&T directorate's functions taking account of the planned retirement of the Director and current vacant posts. In the course of the review any differential impact on persons with protected characteristics will be considered and taken account of.

Age

Impact – neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Disability

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Gender reassignment

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Marriage and Civil Partnership

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Pregnancy/Maternity

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Race - (includes Gypsy Travellers)

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Religion or Belief

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Sex

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

Sexual orientation

Impact- neutral. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

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. Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

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?

Very limited changes to the current situation are proposed and any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

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

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?

Any changes to job roles or remits will be implemented in accordance with existing Council policies.

Any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

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

Any changes to job roles or remits will be implemented in accordance with existing Council policies.

Any vacant posts that require to be recruited to will be recruited in accordance with existing council policies to ensure equality of opportunity

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 Review process requires this EIA to be reviewed as part of the process.

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

To be held within the directorate and made available to the public, if requested, in due course

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

Prepared by: Mark Armstrong 28/6/23

Reviewed by: Doreen Phillips, Snr Practitioner (Equalities), 28/6/23

Approved by: Mark Armstrong, Depute Chief Executive, 28/6/23

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