

Item 4

2nd September 2026



Glasgow City Council

Operational Performance and Delivery Scrutiny Committee

Report by Chief Executive

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EQUALITY IMPACT ASSESSMENT GUIDANCE

Purpose of Report:

To update Committee on the latest iteration of the Equality Impact Assessment Guidance.

Recommendations:

Committee is asked to:

- a) Note the revised guidance.
- b) Consider the focus of the EqIA tool and how it supports scrutiny of decision-making.
- c) Note the planned next steps, including updates to EqIA training materials and consideration of future training options.

Ward No(s):

Citywide: ✓

Local member(s) advised: Yes ☐ No ☐ consulted: Yes ☐ No ☐

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1. Introduction

- 1.1 The purpose of this report is to provide Committee with an update on the review of Equality Impact Assessment (EqIA) Guidance.
- 1.2 An [Audit of EqIAs in 2022](#) recommended that guidance be refreshed on a regular basis to reflect recommendations around support to services and emerging developments in human rights.
- 1.3 The commitment to review also established an annual refresh of the guidance as best practice. Regular review will ensure that the guidance continues to reflect developments in the [Public Sector Equality Duty](#), embeds learning from engagement with stakeholders such as the [Scottish Women's Budget Group](#), and remains aligned with national policy developments.
- 1.4 This reviewed guidance was presented for noting and comment to the Operational Performance and Delivery Scrutiny Committee in March 2025 and has now been refreshed in 2026 to reflect subsequent legal and policy developments.

2. Background

- 2.1 The Equality Impact Assessment tool helps ensure that decision-making is informed by the Equality Act 2010 and the [public sector equality duty](#).
- 2.2 It also supports the development of policy, strategy and associated actions flowing from the [Council's Equality Outcomes](#) by ensuring that protected characteristics are considered as part of the decision-making process.

3. Purpose of Review

- 3.1 The focus of the current review reflects work undertaken to update the [EqIA Evidence Matrix](#), including the development of new and emerging areas and further clarity in established areas based on user feedback and audit findings.
- 3.2 The review has also been used to ensure that the guidance places greater emphasis on reflecting lived experience, where appropriate, within the EqIA consultation process. This will provide practical examples of how services can undertake this work.
- 3.3 One of the key motivations for conducting the review was to reflect more fully the human rights considerations embedded within training materials and the recent

revision of the Evidence Matrix, and to ensure that these considerations are included in the guidance itself.

	Age	Disability	Ethnicity	Gender	Religion	Sexual Orientation	Pregnancy and Maternity	Marriage Civil Partnership	Fairer Scotland Duty
COVID-19									
Climate									
Education									
Employment/ Labour Market									
Health									
Housing									
Social Exclusion									
Socio-Economic/ Disadvantage									
Transport									
Human Rights									

4. Next Steps

- 4.1 EqlA training materials will continue to be reviewed to reflect the updated 2026 guidance. Future versions of the EqlA form should also be updated to support effective analysis of equality, socio-economic and human rights impacts, including children's rights where relevant.
- 4.2 The guidance is issued to attendees in advance of EqlA training sessions. In-person training continues to be delivered as part of wider support arrangements for officers undertaking EqlAs across service areas.
- 4.3 Options for future delivery are being considered to strengthen the effectiveness and accessibility of EqlA training. This includes progressing the development of an EqlA GOLD course to provide online learning options and refresher training for those who have previously attended in-person training.
- 4.4 Budget EqlAs have a particular focus in this iteration of the guidance, with greater emphasis on the specific duties within the Equality Act 2010 and the importance of providing written assessment evidence to decision-makers.

- 4.5 This EqlA guidance and accompanying training have been designed to dovetail with the developing Climate Impact Assessment programme of training and assessment.
- 4.6 Member comments and learning from the 2026 refresh will be considered as part of future scheduled reviews of EqlA Guidance and reflected in future reports to the Operational Performance and Delivery Scrutiny Committee.

2026 Refresh Outcomes

- The refreshed guidance makes the EqlA process clearer, more practical and easier to apply.
- It strengthens the focus on evidence-led assessments, including equality, socio-economic, human rights, health and children's rights impacts.
- It encourages services to use lived experience and stakeholder feedback to understand how proposals may affect people in practice.
- It reinforces the need to show how equality impacts have been considered before decisions are made.
- It reflects recent legal and policy updates, including children's rights duties under the UNCRC (Incorporation) (Scotland) Act 2024, updated Public Sector Equality Duty guidance and Scottish specific duties.
- It supports stronger accountability by helping services record evidence, actions and outcomes more consistently.

Glasgow City Council

Equality Impact Assessment (EqIA) Guidance

July 2026

Contents

Introduction:	2
- What is Equality Impact Assessment? - Why and when might I undertake an EqIA? - Who is Responsible for completing an EqIA? - Equality, Socio-economic disadvantage and Health - Equality and Human Rights Approach	
Step 1. Description of the Policy, Project, Service Reform or Budget Option to be Impact Assessed	7
Step 2. Gathering Evidence & Stakeholder Engagement	7
Step 3. Assessment & Differential Impacts	10
Step 4. Outcomes & Actions	12
Step 5. Monitor, Evaluate & Public Reporting	14

Appendices:

EqlA Process	16
EqlA Blank Screening Form	17

Introduction

What is Equality Impact Assessment (EqIA)?

Equality impact assessments are an evidence-based approach designed to ensure that policies, legislation and decision-making processes are fair and do not create barriers for protected groups.

There are two types of EqIA.

➤ Equality Impact Assessment Screening

A screening can be undertaken as part of a scoping exercise before a full report, or it can stand alone as a final summary if no significant equality impacts are identified or arise subsequently during policy or plan implementation.

➤ Equality Impact Assessment Fuller Report

A full report should be conducted for a significant service reform, or where a Screening indicates an area or areas that require more detailed consideration.

For the purposes of this guidance, the term **EqIA** refers to both Screening and Fuller Assessment unless otherwise stated.

Why might I undertake an EqIA?

Whether an EqIA is required or not will depend on the likely impact that policy may have on protected groups. In the circumstance whereby an adverse impact has been identified, it is important to note that this will not negate the policy from being taken forward. However, all impacts, regardless of negative and/or positive, should be included within the assessment so that mitigations can be put in place if appropriate.

There is a statutory obligation to meet the Public Sector Equality Duty (PSED) in the Equality Act 2010 and the specific duties contained within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The legislation imposes duties on Scottish local authorities to support better performance of the PSED contained in section 149(1) of the Equality Act 2010.

The legislation requires that people are not discriminated against, harassed or victimised on the grounds of their **protected characteristics**.

- age
- disability
- sex
- race and/or ethnicity
- religion or belief (including lack of belief)
- gender reassignment
- sexual orientation
- marriage and civil partnership
- pregnancy and maternity

In exercising its functions, a local authority must advance equality of opportunity between those who share a relevant protected characteristic and those who do not. An EqlA is one way to ensure public policies meet these legal requirements. Assessing the likely impact of our plans and services also makes good business sense for the Council, as it is important in developing any proposal to consider and understand the needs of different population groups.

Who is responsible for completing an EqlA?

The Service responsible for developing, reviewing or revising a policy, plan or budget option is also responsible for carrying out the EqlA. Support is available from GCC's Corporate Policy and Governance team.

Each EqlA should have a responsible officer nominated to lead the assessment and any required action planning. It should be treated as a live document and updated throughout the project.

Equality, socio-economic disadvantage and health

The [Fairer Scotland Duty](#) places legal responsibility on particular public bodies in Scotland to pay due regard to, and actively consider, how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. Glasgow City Council (GCC) has committed to reducing health inequality and improving health outcomes by ensuring that policies and services are inclusive and meet the needs of population groups known to experience poorer health and social outcomes.

GCC's approach to EqlA considers and aims to identify, monitor and report potential impacts on equality, diversity, health and health inequality.

The following must be considered when undertaking an EqlA:

- Socio economic background of individuals and communities
- Areas of low wealth (e.g.: prevalence of home ownership/ accumulation of savings etc)
- Material deprivation (how this links to low income)
- Area deprivation (how an area ranks in the [Scottish Index of Multiple Deprivation \(SIMD\)](#) and other indices of relative poverty). The relationships between how communities of interest (e.g.: disability prevalence/ ethnic composition etc) are impacted by poverty and communities of place (geographic factors – and how these can overlap).

Equality and Human Rights Approach

A human rights approach should be embedded in all Equality Impact Assessments. In summary, where applicable, we need to consider whether policies, projects, service reforms or budget options impact on three strands of human rights:

Absolute rights	Limited rights	Qualified rights
Absolute rights cannot be infringed in any circumstances. • The right to life • The right to freedom from inhuman or degrading treatment	Limited rights may be restricted only in clearly defined circumstances, for example where a person may lawfully be deprived of liberty. • The right to liberty • The right to a fair trial	Qualified rights may be restricted in some circumstances, but only where the restriction is lawful, justified and proportionate. • The right to respect for private and family life, home and correspondence • The right to freedom of thought, conscience and religion • The right to freedom of assembly and association • The right to protection of property

In some circumstances, a proposal may affect how people are able to enjoy their human rights. It is therefore important to distinguish between rights that cannot be restricted and rights that may only be limited where there is a clear legal basis and justification. Absolute rights must not be infringed. Where limited or qualified rights may be restricted, the restriction must be lawful, necessary and proportionate.

Key questions when considering any restriction of rights:

1. *Is there a legal basis for restricting the right?*
2. *Is there a legitimate aim or clear justification, such as protecting the rights and freedoms of others?*
3. *Is the action proportionate, and is it the minimum necessary restriction needed to achieve that aim?*

When undertaking an EqlA, officers should also consider the specific human rights implications of the proposal and record how these have informed the assessment.

Human rights questions to consider within the EqlA:

1. *Which human rights are relevant to this proposal?*
2. *What positive or negative impact could the proposal have on those rights?*
3. *If a negative impact is identified, what options have been considered to remove, reduce or mitigate that impact, and how has the final approach been justified?*

Impact identification should consider both negative impacts requiring mitigation and positive impacts that may enhance human rights.

- Improving access to services, information or support for groups who may otherwise face barriers.
- Strengthening participation by involving affected communities, including children and young people, in decisions that affect them.
- Promoting dignity, privacy, inclusion or independent living through better service design.
- Reducing inequality by targeting support at people or communities most likely to experience disadvantage.

Scottish Government statutory guidance explains how public authorities should meet their duty under section 6 of the United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024, including the requirement not to act incompatibly with UNCRC requirements.

EqIAs should therefore consider children's rights where proposals may affect children and young people, including indirectly through families, communities or service delivery.

Please also see the [Scottish Human Rights Commission outline of human rights.](#)

Step 1. Identify the Policy, Project, Service Reform or Budget Option to be Impact Assessed

The first stage of the EqIA process is to clearly describe the policy, project, service reform or budget option being assessed. This should include its purpose, intended outcomes, expected duration and the decision or change being proposed.

Providing this information at the outset helps establish the context for the assessment and supports consideration of the likely equality, socio-economic and human rights impacts.

When should I carry out an EqIA?

To support compliance with the Public Sector Equality Duty, services should consider EqIA requirements at the earliest stage of policy development, service planning, reform activity or budget decision-making.

An EqIA should be undertaken in the following circumstances:

- **Significant policies, strategies and projects** should, as a minimum, complete an EqIA screening as part of the risk assessment and decision-making process.
- **Budget options** for each financial year should be EqIA screened. Where appropriate, related options may be grouped if they apply to the same service area or proposal.
- **Reports to Committee** should include equality impact information, either through an EqIA screening, a full EqIA report, or a clear status update on equality considerations.
- **Significant service reforms** may require a fuller EqIA. Where a fuller assessment is not considered necessary, the screening report should clearly explain and justify that decision.

Step 2. Gathering Evidence & Stakeholder Engagement

EqIA Evidence Matrix

EqIA recommendations need to be based on evidence of impact and relevance.

Policies will already, to some extent, be based on evidence. Before conducting an EqIA, it is important to summarise the evidence that has informed the proposal to date. The **EqIA Evidence Matrix** provides a starting point for considering potential impacts by protected characteristic.

	Age	Disability	Ethnicity	Gender	Religion	Sexual Orientation	Pregnancy and Maternity	Marriage Civil Partnership	Fairer Scotland Duty
COVID-19									
Climate									
Education									
Employment/ Labour Market									
Health									
Housing									
Social Exclusion									
Socio-Economic/ Disadvantage									
Transport									
Human Rights Human Rights									

The link below connects directly to the live matrix:

[Equalities Impact Assessment Evidence Matrix](#)

Typically, a fuller impact assessment will refer to relevant consultations and established evidence where appropriate. The evidence available through the EqIA Evidence Matrix should be used as a starting point to identify potential impacts on protected groups.

Community engagement and consultation

When gathering evidence, you should first check whether the information already exists elsewhere. The Council and its partners undertake public engagement and consultation on a regular basis across a wide range of topics and policy areas. There are numerous internal and external resources that should be checked before undertaking any new consultation.

- [Consultation Hub](#) (all current and previous public consultation undertaken by the Council)
- [Glasgow Household Survey](#) (annual residents survey covering range of topics and policy areas)

A key element of any evidence used, or consultation undertaken will be to ensure that the views and opinions of those with lived experience are heard and considered. Identifying the appropriate target group(s), which will be affected, will be essential in determining the impact of any policy decision. Therefore, it is crucial that lived experience, where appropriate, is considered when implementing a policy, project, service reform and/or budget option. Incorporating lived experience will not only enhance participation but also accessibility and inclusivity.

More information on lived experience is available [here](#).

Support is available within your service and corporately to guide you through the consultation process.

[Consultation Resource Area](#) (online resource to help those undertaking consultation and public engagement, including links to the Council's Consultation [Guidance](#) and [Principles](#))

For further information and support, please contact the Consultation Resource Area or the relevant corporate consultation contact before publication.

Proportionality

As explained earlier, the extent to which policies should be subject to impact assessment will depend on questions of relevance and proportionality as well as impact on equality of opportunity in respect of protected groups. Efforts should be concentrated on assessing to a greater extent the impact of functions which are most relevant to equality. A more detailed assessment may be needed if there is uncertainty, about which impacts are most significant and how, or if, the proposal should be adjusted.

Other Sources

The Evidence Matrix is intended only to be a starting point for consideration of any potential impacts on the protected groups defined within the key protected characteristics. The matrix above is not exhaustive and other sources should also be

considered.

These might include further detail on the following:

- Data on populations in need
- Data on service uptake/ access
- Data on quality/ outcomes
- Research evidence/ literature review
- Findings from stakeholder consultation
- EqlAs on similar policies or EqlAs conducted by other authorities

Step 3. Assessment & Differential Impacts

Identification of potential impacts across all protected characteristics can be supported using the Evidence Matrix, and other relevant sources.

The Assessment may highlight the following:

- Positive and/or negative impacts across all protected characteristics.
- Scale of the potential impact: whether this is judged to have a High, Medium or Low impact.
- Anticipated duration of the impact
- Whether there is a specific differential impact to a protected characteristic or characteristics
- Or if the impact is more wide-ranging and general in its effect.
- Whether any impacts identified would be mitigated by an amendment to the policy, budget or service reform proposal

There are two stages in the Equalities Impact Assessment Process:

Stage 1: Screening

As noted above, a screening should ideally be carried out at the outset of a policy, service reform, and/or budget proposal in order to embed consideration of equalities at the earliest part of the project plan or process.

In order to complete an EqlA screening it is important to reflect on all the available strategic documents associated with the proposed policy, service reform, or budget change, and any early-stage indications that the direction of any activity will have differential impacts on protected characteristics.

Where appropriate, it is also advisable to reflect evidence, in the form of reports, the result of consultations, external academic research, and in-house research to support the aims of the policy, service reform, or budget initiative.

This early-stage work should highlight areas of interest covering the following:

- Positive and/or negative impacts across all protected characteristics.
- An indication of the degree of potential impact, and whether this is judged to have

a High, Medium or Low impact potential.

- It should also provide a guide to whether any impacts identified would be mitigated by an amendment to the policy, budget or service reform proposal

After completing an EqIA screening, officers should clearly record the outcome. This should state whether:

- **no significant negative impacts have been identified**, meaning a fuller assessment is not required.
- **significant negative impacts or areas of concern have been identified**, meaning further assessment is needed.

Where no significant impact is identified, the screening can stand as the final assessment. However, it should still be reviewed if new evidence becomes available, circumstances change, or unforeseen impacts arise.

Where significant negative impacts are identified, or where further investigation is needed, the proposal should move to **Stage 2: Fuller Impact Assessment**.

Stage 2: Fuller Impact Assessment

If there are any areas that arise as part of the screening process that require further investigation or highlight areas of concern with regard to likely impacts across any or all protected characteristics, then it is recommended that a full impact assessment report be conducted.

The primary structure of the Full Impact Assessment report should mirror precisely the key stages for conducting a screening report and be structured under these key headings as follows.

- Identify the Policy, Project, Service Reform or Budget Option (refer to EqIA Screening where appropriate)
- Gathering Evidence & Stakeholder Engagement
- Assessment & Differential Impacts
- Outcomes, Action & Public Reporting
- Monitor, Evaluate & Review.

For Full Impact Assessment these areas should be considered in detail.

Where other impact areas are identified that do not relate directly to the protected characteristics, these should also be recorded, as they may help to inform any wider risk assessment of the policy, project, service reform or budget option being considered.

Equality@glasgow.gov.uk

Step 4. Outcomes & Actions

Outcomes

Once the evidence has been considered officers should identify the likely impacts of the policy, project, service reform or budget option. The outcome should be informed by the nature, scale, duration and significance of those impacts.

There are four potential outcomes:

1. **No major change required**
The Policy, Project, Service Reform or Budget Option is robust and can continue unamended
2. **Continue the Policy, Project, Service Reform or Budget Option**
A justification is required for continuing despite the potential for adverse impact
3. **Adjust or Amend the Policy, Project, Service Reform or Budget Option**
Remove barriers, make changes to better advance equality or remove or mitigate negative impact
4. **Stop, or Remove the Policy, Project, Service Reform or Budget Option**
If adverse effects cannot be justified and cannot be mitigated.

Action Planning

Where actions are identified, these should be recorded in an action plan with clear ownership and timescales. The relevant Policy, strategic or operational group should oversee delivery and keep progress under review until actions are complete and mitigations are in place. A named lead officer or group should be identified for each action to support transparency, accountability and follow-up. The action plan should remain under review until actions are completed and mitigations are in place.

Presenting the evidence and making recommendations

For each of the impact areas prioritised, summarise the impacts in terms of the protected characteristics affected and the likelihood and severity of the impact.

Recommendations should be based on evidence and aim to mitigate adverse impacts or enhance positive impacts.

If appropriate it may be possible to identify a preferred policy amendment option based on the supporting evidence. The relevant Policy or Strategic Group should consider the EqIA and agree the recommendations.

Do I need to complete a Health Impact Assessment (HIA)?

GCC's approach to EqIA aims to identify any unintended equality or health impacts that may arise from a proposal. Health Impact Assessment (HIA) involves a more detailed assessment of equality, inequality of access to services, health and, in addition, human rights impacts.

For most proposals an EqlA should be all that is necessary to highlight the issues that will need to be addressed, and no further assessment will be necessary.

In some cases involving major strategies or plans, it may be decided that a full Health Inequality Impact Assessment (HIIA), including human rights impacts, is required. Guidance and supporting documents for HIIA should be checked before publication to ensure the current source is used.

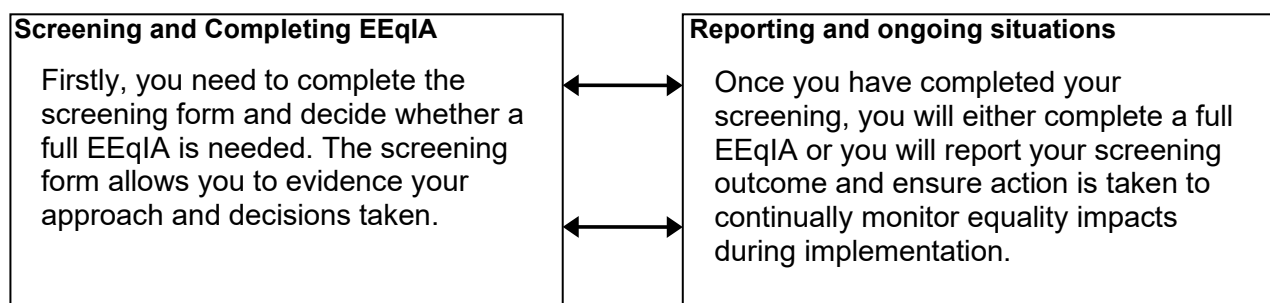
[Health Impact Assessment Guidance](#)

Do I need to complete an Employment Equality Impact Assessment?

The **Employment Equality Impact Assessment (EEqIA)** considers the impact of employment policies, organisational strategies and service reform decisions on employees. It is completed by HR colleagues.

The **Service Strategic HR Manager** is responsible for ensuring that an EEqIA is undertaken for service reform proposals or service-specific changes to employment arrangements.

An EEqIA is mandatory and forms part of the Council's legal equality duties. A summary of the model is shown below, with further detail provided in the remainder of this guidance.



Before starting an EEqIA, you should review the Equality & Diversity Overviews for [Protected Characteristics](#) and [discrimination](#), as these will be used during the process.

Where can I get support to complete EEqIA?

Service HR Equality & Diversity contacts will be able to provide support and guidance during the process. They are:

- CED/FS – Sharon Kinney – Sharon.kinney@glasgow.gov.uk
- Education – Katrina Smith – Katrina.smith@glasgow.gov.uk
- SWS – Linda Cassells – Linda.Cassells@glasgow.gov.uk

Corporate HR will also be able to provide guidance if required.

- General CHR EDI – equality&diversity@glasgow.gov.uk

What is different about a Budget EqlA?

A Budget EqlA follows the same core process as a general EqlA. However, budget options are screened with direct support from the Policy Team in the Chief Executive's Department and presented to the Cross-Party Budget Working Group with a provisional impact rating.

The budget process has defined timescales and is directly linked to financial decisions. This means there may be less scope to amend or mitigate impacts after a decision is taken than in most policy or strategy EqlAs.

Where a budget option affects a specific service, venue or public-facing provision, officers should also consider any relevant specific duties linked to that provision.

The [Specific Duties Regulations](#) require a written assessment to be available to the decision-maker. This assessment is an integral part of the decision-making process and should be supported by clear evidence.

Step 5. Monitor, Evaluate & Public Reporting

Reporting EqlA Findings and Recommendations

Committee reports and other decision-making papers should include a brief summary of the EqlA findings, recommendations and any changes made to the proposal. The completed EqlA screening or full assessment should also be included with the papers to support scrutiny and decision-making.

Monitoring, Evaluation and Review

Actions identified through an EqlA should be monitored and reviewed through the relevant project, policy or governance arrangements. Recommendations and actions should be reviewed after six months where possible, and at least within 12 months. Review dates should be built into the mainstream project management process so that equality impacts and agreed actions remain under regular consideration.

The project lead officer may be contacted by the Corporate Policy and Governance team to support monitoring and review of EqlA actions and outcomes.

Changes to policy and future monitoring

The EqlA should be completed early enough to shape the proposal before decisions are made. Any identified impacts should be monitored through the action plan and built into wider review and evaluation arrangements.

Future monitoring should focus on the issues identified through the EqlA, including whether:

- EqlA recommendations and agreed actions have been completed;
- outcomes differ across protected characteristics, using routinely collected equality data where available; and
- evidence gaps have been addressed through further research, improved data collection or routine monitoring.

When monitoring the EqlA Full Assessment outcomes, please detail any recommendations and note (as in the previous section) where an Action Plan has been developed to progress any outcomes relating to the protected characteristics, and report on the delivery of any of the actions supporting the outcome of the EqlA.

Public Reporting

Public authorities are required to publish the results of EqlA screenings and full assessments for implemented policies within a reasonable period.

Each Service is responsible for completing the relevant EqlA and submitting it for review by the Corporate Policy and Governance team before publication on the Council website.

The Corporate Policy and Governance team will link published EqlA reports from the Public Performance Reporting section of the Glasgow City Council website.

Once the EqlA screening or full assessment, including any recommendations, has been agreed by the appropriate manager or relevant policy, strategic or operational group, it should be signed off and submitted to the Corporate Policy and Governance team for publication.

Completed EqlA full assessment reports should be emailed to Equality@glasgow.gov.uk.

Quality Assurance

The Corporate Policy and Governance team will periodically review a sample of completed EqlAs to assess quality, consistency and alignment with this guidance. Review findings will be used to identify any further support, guidance or training required.

Equality Impact Assessment (EqIA) Process

This flow chart summarises the main stages of the EqIA process. The assessment should be started early enough to inform development of the proposal and support decision-making before implementation.

1. Identify the proposal	2. Gather evidence and engage	3. Assess impacts	4. Agree outcomes and actions	5. Monitor, evaluate and report
Describe the policy, project, service reform or budget option, including its purpose, intended outcomes and decision required.	Use the Evidence Matrix, existing data, consultation findings, lived experience and other relevant evidence.	Consider positive, negative or neutral impacts across protected characteristics, socio-economic disadvantage, health and human rights.	Decide whether the proposal can proceed, needs justified, should be amended, requires fuller assessment, or should not proceed.	Monitor actions and impacts through governance arrangements, review progress and publish EqIA findings where required.

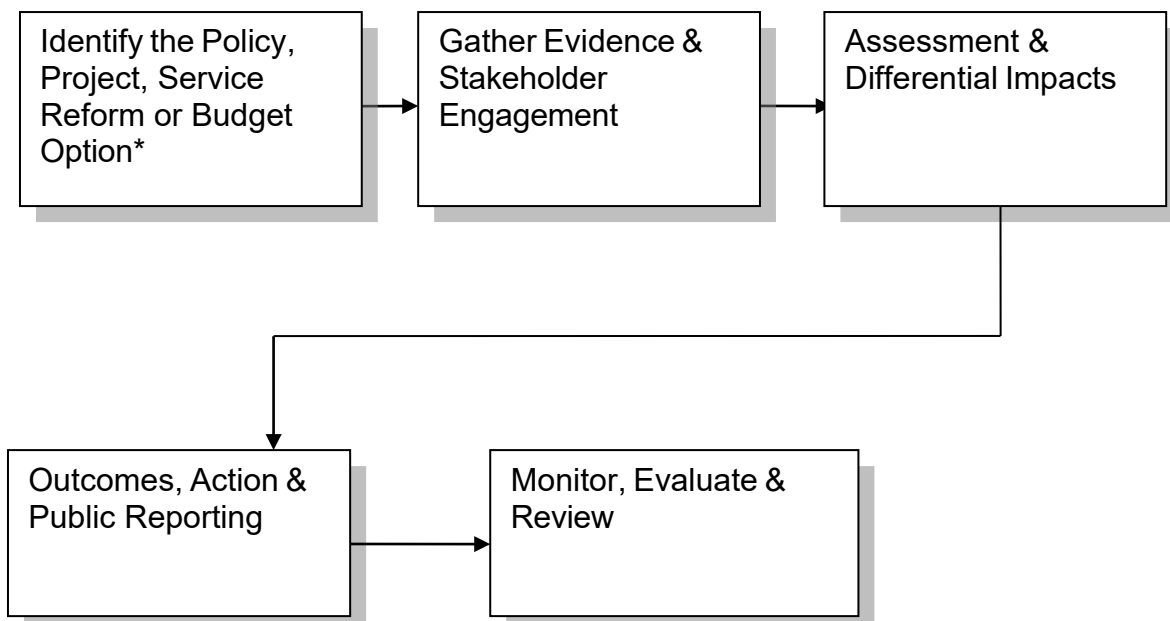
Screening outcome and next step		
No significant negative impact identified The screening can stand as the final assessment. Record the evidence used and keep the screening under review if new evidence, changing circumstances or unforeseen impacts arise.	Impacts identified and can be addressed Amend the proposal where appropriate, record mitigation or enhancement actions, assign clear ownership and include review arrangements in the action plan.	Significant negative impact or uncertainty remains Move to Stage 2: Fuller Impact Assessment before the proposal proceeds to decision. Further evidence, engagement or options analysis may be required.

Further explanation of screening outcomes

Screening outcome	What this means	What should happen next
No significant negative impact identified	The evidence does not suggest that the proposal is likely to create significant disadvantage or differential impact for people with protected characteristics, or in relation to socio-economic, health or human rights considerations.	The screening can stand as the final assessment. Officers should record the evidence considered, explain the reasoning, and keep the assessment under review if new evidence, changing circumstances or unforeseen impacts arise.
Impacts identified and can be addressed	The screening has identified positive or negative impacts, but these can be addressed through amendments, mitigation, further engagement or action planning without requiring a fuller assessment.	Officers should amend the proposal where appropriate, record mitigation or enhancement actions, assign ownership and timescales, and monitor delivery through the action plan or relevant governance arrangements.
Significant negative impact or uncertainty remains	The screening suggests that the proposal may have significant negative impacts, or there is insufficient evidence to understand the scale, likelihood	The proposal should move to Stage 2: Fuller Impact Assessment before a final decision is made. Further evidence, engagement, options appraisal and mitigation should be

Appendix 1

	or severity of the impact.	considered and clearly recorded.
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Where a fuller EqlA is undertaken, officers should refer to any previous screening and update the assessment as further evidence, engagement or decisions develop.

EQUALITY IMPACT ASSESSMENT (EqIA): SCREENING FORM

Introduction to the EqlA screening process

A successful EqlA screening will look at 5 key areas:

1. Identify the Policy, Project, Service Reform or Budget Option to be assessed

A clear definition of what is being screened and its aims

2. Gathering Evidence & Stakeholder Engagement

Collect data to evidence the type of barriers people face to accessing services (research, consultations, complaints and/or consult with equality groups)

3. Assessment & Differential Impacts

Reaching an informed decision on whether or not there is a differential impact on equality groups, and at what level

4. Outcomes, Action & Public Reporting

Develop an action plan to make changes where a negative impact has been assessed. Ensure that both the assessment outcomes and the actions taken to address negative impacts are publicly reported

5. Monitoring, Evaluation & Review

Stating how you will monitor and evaluate the **Policy, Project, Service Reform or Budget Option** to ensure that you are continuing to achieve the expected outcomes for all groups.

1. IDENTIFY THE POLICY, PROJECT, SERVICE REFORM OR BUDGET OPTION:

a) Name of the Policy, Project, Service Reform or Budget Option to be screened

b) Reason for Change in Policy or Policy Development

c) List main outcome focus and supporting activities of the Policy, Project, Service Reform or Budget Option

d) Name of officer completing assessment (signed and date)

e) Assessment Verified by (signed and date)

2. GATHERING EVIDENCE & STAKEHOLDER ENGAGEMENT

The best approach to find out if a policy, etc is likely to impact positively or negatively on equality groups is to look at existing research, previous consultation recommendations, studies or consult with representatives of those groups. You should list below any data, consultations (previous relevant or future planned), or any relevant research or analysis that supports the Policy, Project, Service Reform or Budget Option being undertaken.

Please name any research, data, consultation or studies referred to for this assessment:	Please state if this reference refers to one or more of the protected characteristics: ➤ age ➤ disability ➤ sex ➤ race and/or ethnicity ➤ religion or belief (including lack of belief) ➤ gender reassignment, ➤ sexual orientation ➤ marriage and civil partnership ➤ pregnancy and maternity	Do you intend to set up your own consultation? If so, please list the main issues that you wish to address if the consultation is planned; or if consultation has been completed, please note the outcome(s) of consultation.

3. ASSESSMENT & DIFFERENTIAL IMPACTS

Use the table below to provide some **narrative** where you think the **Policy, Project, Service Reform or Budget Option** has either a positive impact (contributes to promoting equality or improving relations within an equality group) or a negative impact (could disadvantage them) and note the reason for the change in policy or the reason for policy development, based on the evidence you have collated.

Protected Characteristic	Specific Characteristics	Positive Impact (it could benefit an equality group)	Negative Impact – (it could disadvantage an equality group)	Socio Economic / Human Rights Impacts
SEX	Women			
	Men			
GENDER REASSIGNMENT <i>As per the Equality Act 2010, find more information here.</i>	Transgender			
RACE* <i>Further information on the breakdown below each of these headings, as per census, is available here. For example Asian includes Chinese, Pakistani and Indian etc</i>	White			
	Mixed or Multiple Ethnic Groups			
	Asian			
	African			
	Caribbean or Black			
	Other Ethnic Group			
DISABILITY	Physical disability			

EQIA Screening Form

<i>A definition of disability under the Equality Act 2010 is available here.</i>	Sensory Impairment (sight, hearing,)			
	Mental Health			
	Learning Disability			
SEXUAL ORIENTATION	Lesbian			
	Gay			
	Bisexual			
	Other			
AGE	Older People (60+)			
	Younger People (16-25)			
	Children (0-16)			
MARRIAGE & CIVILPARTNERSHIP	Women			
	Men			
	Lesbian			
	Gay			

EQIA Screening Form

PREGNANCY & MATERNITY	Women			
RELIGION & BELIEF** A list of religions used in the census is available here .	See note			

* For reasons of brevity race is not an exhaustive list, and therefore please feel free to augment the list above where appropriate; to reflect the complexity of other racial identities.

** There are too many faith groups to provide a list, therefore, please input the faith group e.g. Muslims, Buddhists, Jews, Christians, Hindus, etc. Consider the different faith groups individually when considering positive or negative impacts. A list of religions used in the census is available [here](#).

Summary of Protected Characteristics Most Impacted (whether these are deemed high, low and/or medium impacts)

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Summary of Socio-economic Impacts (whether these are deemed high, low and/or medium impacts)

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Summary of Human Rights Impacts

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4. OUTCOMES, ACTION & PUBLIC REPORTING

Screening Outcome	Yes /No Or / Not At This Stage
Was a significant level of negative impact arising from the project, policy or strategy identified?	
Does the project, policy or strategy require to be amended to have a positive impact?	
Does a Full Impact Assessment need to be undertaken?	

Actions: Next Steps

(i.e. is there a strategic group that can monitor any future actions)

Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact (s) / Delivery of Positive Impact (s)

Public Reporting

All completed EqIA Screenings are required to be publicly available on the [Council EQIA Webpage](#) once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See [EQIA Guidance](#): Pgs. 11-12). If there are any further queries please contact your named Equalities Officer or email Equality@glasgow.gov.uk

5. MONITORING OUTCOMES, EVALUATION & REVIEW

The Equalities Impact Assessment (EqIA) screening is not an end in itself but the start of a continuous monitoring and review process. The relevant Strategic, Policy, or Operational Group responsible for the delivery of the Policy, Project, Service Reform or Budget Option, is also responsible for monitoring and reviewing the EqIA Screening and any actions that may have been taken to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Policy and Governance team** will be available to provide support and guidance.

Legislation

Equality Act (2010) - the Equality Act 2010 (Specific Duties) Scotland Regulations 2012

The 2010 Act consolidated previous equalities legislation to protect people from discrimination on grounds of:

- race
- sex
- gender reassignment, where someone has changed, is changing or has proposed changing their sex, as described in the Equality Act 2010
- sexual orientation (whether being lesbian, gay, bisexual or heterosexual)
- disability (or because of something connected with their disability)
- religion or belief
- having just had a baby or being pregnant
- being married or in a civil partnership, and
- age.

Further information: [Equality Act Guidance](#)

As noted, the Equality Act 2010 simplifies the current laws and puts them all together in one piece of legislation. In addition, the **Specific Duties (Scotland Regulations 2012)** require local authorities to do the following to enable better performance of the general equality duty:

- report progress on mainstreaming the general equality duty
- publish equality outcomes and report progress in meeting those
- impact assess new or revised policies and practices, and make arrangements to review existing policies and practices
- gather, use and publish employee information
- publish gender pay gap information and an equal pay statement
- consider adding equality award criteria and contract conditions in public procurement exercises.

Further information: [Understanding Scottish Specific Public Sector Equality Duties](#)

Fairer Scotland Duty

Authorities should also consider socio-economic impacts where appropriate. Further information: [Fairer Scotland Duty Guidance](#)

2026 publication check: review all external links, intranet links and named contact details before final issue, particularly references to consultation contacts, HR equality contacts, historic PDFs, Health Scotland guidance and archived or redirected web pages.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

5.0 Policy and Resource Implications

Resource Implications:

<i>Financial:</i>	None
<i>Legal:</i>	None
<i>Personnel:</i>	None
<i>Procurement:</i>	None

Council Strategic Plan: Enable staff to deliver essential services in a sustainable, innovative and efficient way for our communities.

Equality and Socio-Economic Impacts:

<i>Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.</i>	Yes. By supporting decision-making on equality issues, this report aims to increase knowledge and provide data on equality and fairness, supporting delivery of the Equality Outcomes.
<i>What are the potential equality impacts as a result of this report?</i>	No EqIA has been carried out, as this report reviews an existing tool. However, feedback from Services, Elected Members and Audit will continue to inform future reviews.
<i>Please highlight if the policy/proposal will help address socio-economic disadvantage.</i>	Yes. The decision-making tool supports consideration of socio-economic impacts under the Fairer Scotland Duty .

Climate Impacts:

<i>Does the proposal support any Climate Plan actions? Please specify:</i>	Not directly, although this guidance will be linked to the developing Climate Impact Assessment Process in due course
<i>What are the potential climate impacts as a result of this proposal?</i>	None directly at this point
<i>Will the proposal contribute to Glasgow's net zero carbon target?</i>	Not directly at this point

Privacy and Data Protection Impacts: Data collected will be handled in accordance with the General Data Protection Regulation.

Recommendations

Committee is asked to:

- a) Note the revised guidance.
- b) Consider the focus of the EqIA tool and how it supports scrutiny of decision-making.
- c) Note the planned next steps, including updates to EqIA training materials and consideration of future training options.