Item 4

11th October 2023

Glasgow City Council

Operational Performance Delivery and Scrutiny Committee

Report by Chief Executive's Department

Contact: Cormac Quinn Ext: 73625

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 scrutinises decision making
c) Comment on any aspect of the Guidance as a tool for scrutiny of Equalities
d) Note the rolling programme of training and the next steps

Ward No(s): Citywide: ✓

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

***PLEASE NOTE THE FOLLOWING**:*

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1. Introduction

1.1 The purpose of this report is to provide an update to committee on the review of Equality Impact Assessment (EQIA) Guidance.

1.2 An Audit of EQIAs in 2022 had recommended that Guidance be refreshed to reflect recommendations around support to services; and emerging developments in Human Rights.

1.3 The review also began the process of scheduling an annual refresh of the guidance as best practice of which this is the first update. This was to ensure that the Guidance could continue to reflect any upcoming changes in the Public Sector Equality Duty and to embed learning from our engagement with Scottish Women's Budget Group around apply gender lens to our Impact Assessment considerations; and any other developing areas of public policy related to EQIA.

2. Background

2.1 The use of the Equality Impact Assessment tool is a way of ensuring our 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 attendant actions flowing from the Council's Equality Outcomes, by ensuring that protected characteristics are considered as part of the decision-making process.

2.3 The Guidance also underpins the EQIA Training module delivered by the Chief Executive Department, and is circulated to all those completing the training as well as being available on the Council Intranet.

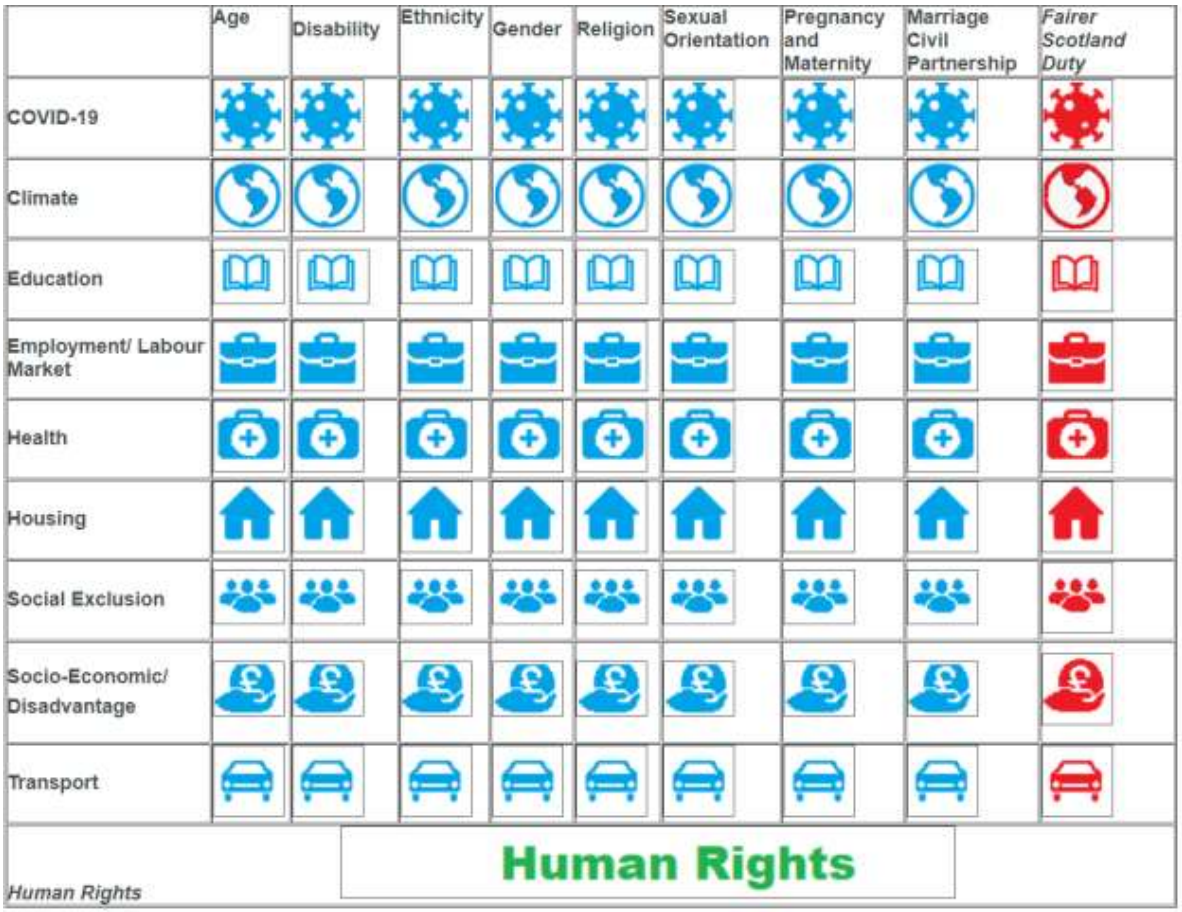
3. Purpose Of Review

3.1 The review was undertaken during the summer of 2023; in order to reflect work undertaken to update the EQIA Evidence Matrix; in particular the work to develop a number of new and developing areas; as well as providing further clarity in established areas based on user feedback and reflection within the audit.

3.2 It was also used to ensure that the Guidance itself place greater emphasis on the importance of reflecting lived experience where appropriate within the consultation process for EQIA. And also to provide examples of how this can be undertaken practically by Services.

3.3 One of the key motivations in conducting the review was to reflect more fully the Human Right's considerations we had embedded within our training materials, and also the recent revision work we had undertaken of the Evidence Matrix; and ensure this was included in the Guidance itself.

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4. Next Steps

4.1 Some of the EQIA Training materials are also being updated to reflect the updated Guidance; and it is anticipated that EQIA form itself will be refreshed in the coming year in advance of the next Guidance review update in Autumn 2024.

4.2 This Guidance will be used for all EQIA training sessions commencing in November 2023. It is intended; that notwithstanding summer recess, EQIA sessions will be held on a monthly basis.

4.3 This work will dovetail with the emerging Climate Impact Assessment work over the coming year; and will be reflected in the next Guidance update in 2024

4.4 All members comments and observations will be included in future scheduled reviews of Guidance; and reflected back in reports to this Committee and to Policy Committee.

Glasgow City Council

Equality Impact Assessment (EqIA) Guidance

October 2023

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	6
Step 2.	Gathering Evidence & Stakeholder Engagement	7
Step 3.	Assessment & Differential Impacts	9
Step 4.	Outcomes & Actions	12
Step 5.	Monitor, Evaluate & Public Reporting	16

Appendices:

EqIA Process	18
EqIA Blank Screening Form	19

Introduction

What is Equality Impact Assessment (EqIA)?

Equality impact assessments ensure that our policies, services and legislation do not discriminate against anyone and that, where possible, we promote equality of opportunity.

An EqIA is an evidence-based approach designed to help organisations ensure that their policies, practices and decision-making processes are fair and do not disadvantage or present barriers to any protected groups from participation.

There are two types of EqIA;

- **Equality Impact Assessment Screening**

  A screening can be undertaken as part of a scoping exercise prior to a full report, or it can stand alone as final summary if no significant equalities impacts are identified or arise subsequently in the 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 the 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 all Scottish Local Authorities with the express purpose of enabling the better performance of the PSED contained in s149 (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,
- gender reassignment,
- marriage and civil partnership,
- pregnancy and maternity,
- race,
- religion or belief (including lack of belief),
- sex,
- sexual orientation.

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 EqIA 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 EqIA?

The group responsible for developing, reviewing or revising a policy, plan or service is also responsible for carrying out the EqIA. Support is available from GCC's Corporate Policy and Governance Team; they can offer advice and support throughout the entire EqIA process.

When completing an assessment, it is essential to have a named responsible lead officer for the EqIA to deliver the assessment, recommendations and action planning if required. It is important to remember that an EqIA is an **active document** and thus, can be updated/amended at any point up until the project completion.

Equality, socio-economic disadvantage and health

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

GCC's approach to EqIA 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 EqIA:

- Socio economic background of individuals and communities
- Areas of low wealth (eg: 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 Depravation (SIMD)and other indices of relative poverty). The relationships between how communities of interest (eg: 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 an embedded consideration in all Equality Impact Assessments. In summary; we need to consider, where applicable, to what (if any) extent policies, projects, service reforms, or budget options impact on **three strands** of Human Rights:

Absolute rights	**Limited rights**	**Qualified rights**
When rights are **absolute,** it means that there is no circumstance where this may be infringed. • The right to life • The right to freedom from inhumane and degrading treatment	Some rights can be **limited**, for example there are certain defined limited circumstances when you can legitimately be deprived of your right to liberty. • The right to liberty • The right to a fair trial	**Qualified rights** can be restricted in some circumstances and within limits. • 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

There may be situations where people's rights are in some way infringed or restricted. It is important to ensure that these are not **absolute rights.** When it is identified that rights may be restricted, these actions need to be justified. The kind of questions that need to be considered include:

- *Is there a legal basis for the restriction of the right?*
- *Is there a legitimate aim or justification for the restriction, such as the protection of other people's human rights?*
- *Is the action proportionate - is it the minimum necessary restriction of the right?*

When it comes to undertaking an EqIA, there are specific questions to consider when thinking about the impact on **rights**;

- *What human rights are relevant to this proposal?*
- *What impact does this proposal have on these rights?*
- *Where negative impact is taking place, what options have been considered to mitigate this impact and how has this been justified?*

An example of human rights being examined; the **Human Rights and the Environment report** puts human rights in the context of the environment. It includes examining human rights obligations in relation climate change, the rights of future generations and the impact of the EU withdrawal on environmental rights. For further information on the report, here.

As with all impact identification; it is important to note that the process of consideration is not limited to identifying those impacts we wish to improve or mitigate, but also, those **positive impacts** that may enhance the human rights of individual(s).

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 and most important part of the process is to describe and provide detail on the project, service reform or budget option that is being assessed for equality impacts. It is important to describe its purpose, expected duration and outcome focus. This provides the context for what impacts are likely and what the intention of the policy is.

When should I carry out an EqIA?

In order to fulfil our general duty, it is critical that the all services conduct an EqIA in the following circumstances:

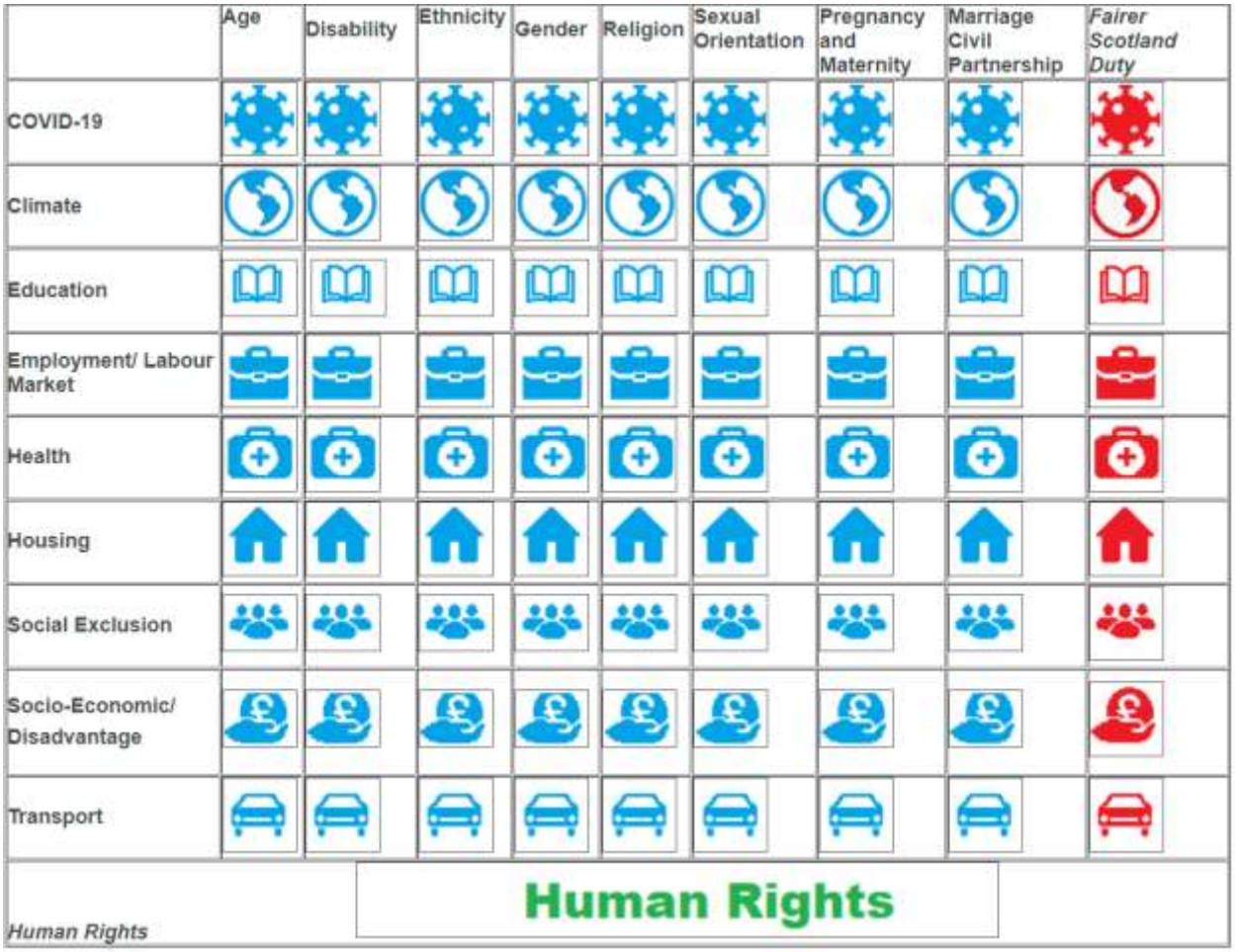
- **All** significant policies, strategies and projects should have as a minimum an EqIA screening as part of the risk assessment process.
- **All** budget options for each financial year will require to be EqIA screened. (It is possible to group individual options if they relate to one service area)
- **All** Reports to Committee now require Equalities Impacts to be reported either as an EqIA (screening or full report) or as a status report on Equalities considerations.
- Significant service reforms **may** require a fuller report to be completed, or as a minimum, a justification in a screening report as to why the Full Report was unnecessary.

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 new **EqIA Evidence Matrix** (below) provides a starting point for the consideration of the potential impacts by protected characteristic.



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. As before, the evidence available via the Equalities Evidence Matrix should be used as starting point to identify the potential impacts on the protected groups defined within the key protected characteristics.

Community engagement and consultation

When looking to gather evidence, you should check in the first instance that the information does not exist elsewhere. The Council and its partners undertaken public engagement and consultation on a regular basis across a wide range of topics and policy areas. There are numerous resources both internally and externally, which 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 taken into account. 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 found here

Help is available within your service and corporately, which will be support and 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:
stephen.frew@glasgow.gov.uk

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
- EqIAs on similar policies or EqIAs 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, 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 EqIA 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 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 exercise, it is important to conclude whether **more detailed work is required** to address any areas of significant concern. Or whether **no significant impact** has been identified

If **no significant impact** is identified by the screening report, a full impact assessment report does not need to be completed. However, it is important that a **review of the screening can be actioned at any time** through the appropriate strategic mechanisms associated with the policy, service reform, or budget change if unforeseen consequences arise or new information becomes available.

If significant negative impacts are identified, or areas of concern arise that require further investigation, the process moves 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

When the evidence has been considered in relation to the proposed policy, project, service reform or budget option, it will be apparent what the likely impacts are. The type, scale, duration, and specificity of the likely impacts will inform the direction of the outcome of the EqIA.

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

The responsible group overseeing the Policy, Project, Service Reform or Budget Option, has the responsibility for delivering the outcomes of the Action Plan. The Action Plan should be a standing item on the agenda of the group until the Actions have been completed and mitigations are in place.

Also, it is recommended that a named individual(s) is provided as lead(s) to undertake and complete the outstanding actions identified within the Action Plan. This allows for transparency, accountability and scrutiny when following up the outcomes of the EqIA.

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 EqIA 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 HIIA (including human rights impacts) will be required. Guidance and supporting documents for HIIA can be found here on Health Scotland's website at the following link:

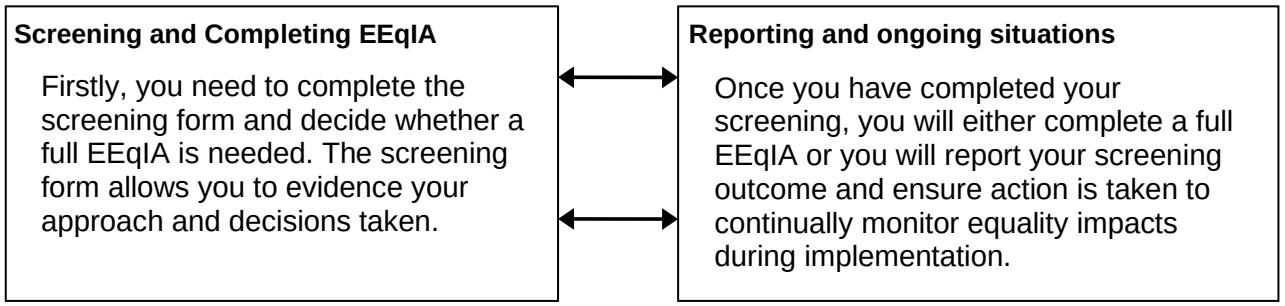
Health Impact Assessment Guidance

Do I need to complete a HR Equality Impact Assessment?

The Employment Equality Impact Assessment (EEqIA) assesses the impact of employment policies and organisational strategies including Service Reform decisions on our employees and is completed by the HR Colleagues.

The Service Strategic HR Manager is responsible for ensuring that an EEqIA is undertaken for any Service Reform considerations or any service specific changes to employment arrangements.

EEqIA is mandatory and a legal requirement for the council. A summary of the model we use is shown below and explained in more detail in the remainder of the guidance.



Before you start your EEqIA you should review the Equality & Diversity Overviews for Protected Characteristics, Discrimination and Protected Characteristics Considerations as you will use these 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.Cassels@glasgow.gov.uk

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

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

Step 5. Monitor, Evaluate & Public Reporting

Reporting EqIA Findings and Recommendations

A brief summary of the findings of the EqIA, including recommendations and changes made, must be reported in any papers about the Policy, Project, Service Reform or Budget Option submitted to GCC formal committees or other decision-making structures. A copy of the EqIA Screening, or Full EqIA which has been undertaken should also be included in the papers for detailed scrutiny.

Monitoring, Evaluation and Review

There will almost certainly be a range of actions that arise from the impact assessment. It is recommended that EqIA recommendations and actions required are **reviewed** after six months if possible and **as a minimum after 12 months**. EqIA review dates should be built into the mainstream Project Management process.

The project lead officer may be contacted by the Corporate Policy and Governance team as part of monitoring purposes to review the eventual outcomes of the actions.

Changes required to policy and future monitoring and evaluation

The EqIA should be completed in time to inform policy development and implementation.

The impact assessment is likely to raise questions about how the policy will impact on different groups once implemented. This will require monitoring of policy outcomes for each protected characteristic. Monitoring of these equality impacts should be mainstreamed into evaluation of the policy, through the Action Planning process as noted above.

Recommendations for future monitoring of the policy should focus on issues raised by the impact assessment such as:

- Whether the recommendations of the impact assessment are implemented

- Outcomes of policy on different protected characteristics using routinely collected equality data to do this

- If the impact assessment has identified gaps in evidence, you might want to recommend action to fill these gaps. This may involve new research or improvements to routine data systems to provide better data.

When monitoring the EqIA 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 EqIA.

Public Reporting

Public authorities are required by law to publish the results of any EqIA (Screenings and Full Assessments) in respect of an implemented policy within a reasonable period. Each Service Department is responsible for completing the appropriate EqIA and upon review from the Corporate Policy and Governance team, they will then be published on the Council public website.

The Corporate Policy and Governance team will take responsibility for linking to these EqIA reports from its Public Performance Reporting section on the Glasgow City Council website.

Once the EqIA Screening or Full Assessment including the recommendations has been agreed by the appropriate Manager or the relevant Policy, Strategic or Operational Group, it should then be signed off by one or both before, prior to submission to Corporate Policy Strategic Policy and Planning, and publication on Council media.

The completed EqIA Full Assessment Report should be emailed to

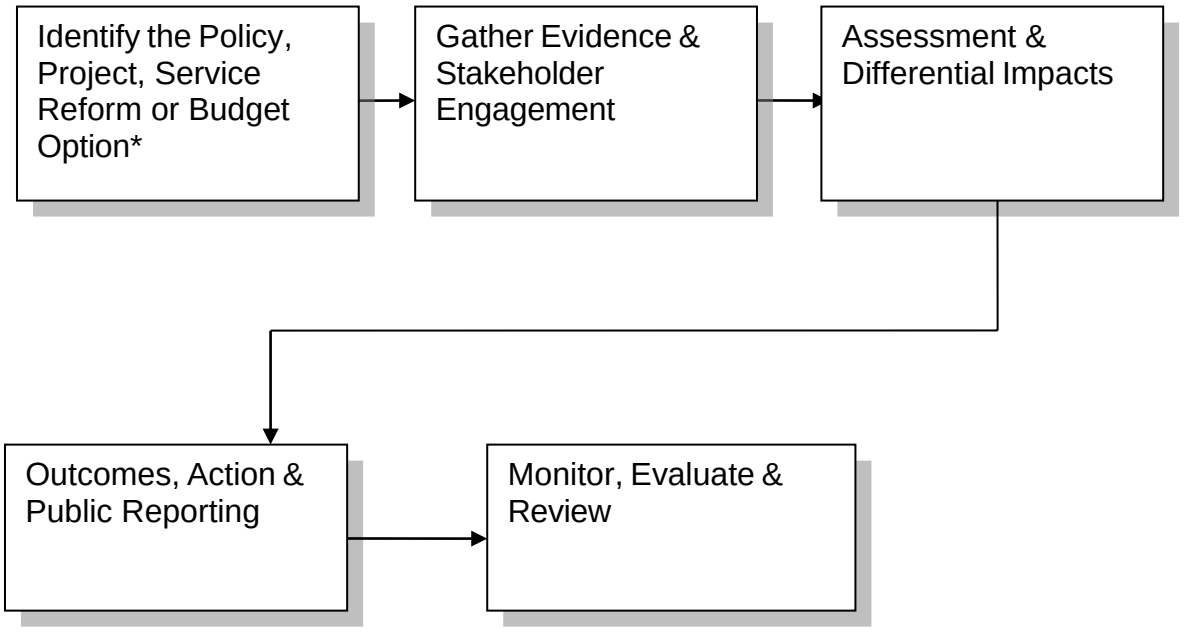
Equality@glasgow.gov.uk

Quality Assurance

Periodically, the Corporate Policy and Governance team will meet to assess the standard to which EqIAs have been completed. A sample of EqIAs will be reviewed against quality criteria, and against the Equality Impact Assessment guidance.

Appendix 1

Equality Impact Assessment (EqIA) Process



* Refer to any previous EqIA Screening when Full EqIA being undertaken

EQUALITY IMPACT ASSESSMENT (EqIA): SCREENING FORM

Introduction to the EqIA screening process

A successful EqIA 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, ➢ race and/or ethnicity, ➢ religion or belief (including lack of belief), ➢ gender, ➢ 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/ GENDER	Women			
	Men			
	Transgender			
RACE*	White			
Further information on the breakdown below each of these headings, as per census, is available here.	Mixed or Multiple Ethnic Groups			
	Asian			
	African			
For example Asian includes Chinese, Pakistani and Indian etc	Caribbean or Black			
	Other Ethnic Group			
DISABILITY	Physical disability			
A definition of disability under the Equality Act 2010 is available here.	Sensory Impairment (sight, hearing,)			
	Mental Health			
	Learning Disability			

LGBT	Lesbians			
	Gay Men			
	Bisexual			
AGE	Older People (60 +)			
	Younger People (16-25)			
	Children (0-16)			
MARRIAGE & CIVIL PARTNERSHIP	Women			
	Men			
	Lesbians			
	Gay Men			
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)

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

Summary of Human Rights Impacts

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
- being a transsexual person (transsexuality is where someone has changed, is changing or has proposed changing their sex – called 'gender reassignment' in law)
- 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 as well as making 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 Interim Guidance

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:

Financial:	None
Legal:	None
Personnel:	None
Procurement:	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:

Does the proposal support the Council's Equality Outcomes 2021-25? Please specify.	Yes, by supporting decision making around equalities about equalities issues this report seeks to assist in increasing knowledge and providing data about Equality and Fairness which supports the Equality Outcomes.
What are the potential equality impacts as a result of this report?	No EQIA carried out as the report is a review of an existing tool. However, all feedback from Services, Elected members and our Audit Team will continue to be included as part of future review
Please highlight if the policy/proposal will help address socio-economic disadvantage.	Yes the decision making tool supports Socio Economic consideration under the Fairer Scotland Duty

Climate Impacts:

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

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

Recommendations

The committee is asked to note this report and to:

a) Note the revised guidance
b) Consider the focus of the EQIA tool and how it scrutinises decision making
c) Comment on any aspect of the Guidance as a tool for scrutiny of Equalities
d) Note the rolling programme of training and the next steps