

East Renfrewshire Council: Equality and Fairness Impact Assessment

Name of policy/proposal:

Completion date:

Completed by:

Lead officer:

Department:

1. Self-Screening

1.1 What is the nature of this policy?

- ☐ Policy or Strategy
 - ☐ Programme or Plan
 - ☐ Project
 - ☐ Service or Function
 - ☐ Budget proposal
 - ☐ Another decision. Please state: [Click or tap here to enter text.](#)
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- ☐ New
 - ☐ Review or change to existing
 - ☐ Other. Please state: [Click or tap here to enter text.](#)

1.2 What would happen as a result of this policy? Select all that apply

- ☐ Change to charging arrangements (including introduction, removal, increase or decrease)
- ☐ Change to how a service is delivered (including addition, change or removal of practice/procedures/processes)
- ☐ Change to options or entitlements
- ☐ Change to priorities or criteria
- ☐ Other. Please detail: [Click or tap here to enter text.](#)

1.3 How relevant is this policy to impact assessment?

- ☐ The policy would have consequences for people
- ☐ The policy has potential to advance equality for people

1.4 What people would be affected?

- ☐ East Renfrewshire Council employees
- ☐ Organisations or individuals carrying out a service on behalf of the Council
- ☐ Voluntary sector groups/organisations
- ☐ People living in a specific area of East Renfrewshire. Please detail: [Click or tap here to enter text.](#)
- ☐ Everyone living in East Renfrewshire
- ☐ People working, studying or volunteering in East Renfrewshire
- ☐ Visitors to East Renfrewshire
- ☐ A group of people with a shared interest:
 - ☐ Experiencing socioeconomic disadvantage (this includes low/no wealth, low income, area deprivation or material deprivation)
 - ☐ Being in a particular age category
 - ☐ Being from a black or minority ethnic group e.g. Gypsy/Travellers
 - ☐ Speaking a language other than English
 - ☐ Women/girls
 - ☐ Identifying as Lesbian, Gay Bisexual or Transgender

<input type="checkbox"/> Belonging to a particular religion or faith <input type="checkbox"/> Pregnant women or those on maternity/paternity leave <input type="checkbox"/> Having a long term limiting health condition or disability <input type="checkbox"/> Another group e.g. those experiencing homelessness, offenders/ex-offenders. Please detail: Click or tap here to enter text. <input type="checkbox"/> None of the above

2. The Assessment: Your scoping

2.1 How long will this policy be in place and when is it scheduled for review?
2.2 Are there known inequalities within the subject matter(s) of the policy? For example: access to transport; organisational pay and composition; or bullying in schools.
2.3 Who will be or has been engaged to develop this policy? Please provide dates

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3. Your Evidence

In order to impact assess any new or existing policy it's important to consider the evidence about how it may affect people. Log information about the experiences and needs of people on the basis of different characteristics/circumstances, and whether the proposed policy could have a positive or adverse impact on that.

You may wish to refer to the following sources:

- Input from local Councillors
- Findings from engagement or involvement activities
- Information or feedback from groups of people and other agencies, such as equality interest organisations and groups who speak on behalf of others
- National, regional or local statistics
- Analysis of enquiries or complaints from customers
- Recommendations from inspections or audits
- National or regional research to identify similar issues
- Comparisons with similar policies in other departments or authorities to identify similar issues

Is it possible to collect new evidence that you don't have but think will be relevant? For example: speaking to colleagues; adapting engagement approaches; setting up meetings or focus groups; and consulting interest organisations.

Characteristics/circumstances	Experience and needs (include sources)	Comments on potential positive or adverse impact
Socioeconomic disadvantage	e.g.	
Age	e.g.	

Disability or long term health condition		
Ethnicity		
Gender		
Marriage/Civil Partnership (only applicable to Council employment policy)		
Pregnancy / Maternity		
Religion / Belief		
Sexual orientation		

Any other relevant groups e.g. unemployed people, people experiencing homelessness, care leavers, people providing unpaid care, people involved in the criminal justice system, people with literacy/numeracy barriers, people living in rural communities.		
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4. Socioeconomic disadvantage

Socio-economic disadvantage means living on a low income compared to others in Scotland, with little or no accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services. Socio-economic disadvantage can be experienced in both places and communities of interest. East Renfrewshire communities where people are at greater risk of experiencing socioeconomic disadvantage and where resources must be targeted to meet needs are the localities of:

- Barrhead – Dunterlie, East Arthurlie and Dovecothall (ADD2)
- Auchenback
- Neilston
- Thornliebank

Consider the policy itself and the way it will be implemented. How may this result in different experiences for people in East Renfrewshire.

4.1 In what way would the policy alleviate or entrench inequalities from socioeconomic disadvantage? <i>Guidance note</i> <i>Consider common inequalities such as poorer skills and attainment; lower paid and less secure work; greater chance of being a victim of crime; less chance of being treated with dignity and respect; lower healthy life expectancy; lower feeling of control over decisions that affect you.</i>

4.2 What opportunities are there within this policy and the way it will be implemented to promote inclusion, participation, dignity and empowerment of people experiencing socioeconomic disadvantage?

4.3 What will be done differently to focus on addressing the multiple inequalities experienced by some people in Auchenback, Barrhead, Neilston and Thornliebank?

5. Your results

Considering the evidence logged in sections 3 and 4, complete the following questions where possible.

5.1 In what ways, if any, would this policy help to eliminate discrimination or undermine it? Consider any potential adverse impact identified above.

5.2 In what ways, if any, would this policy advance or undermine equality of opportunity?

5.3 In what ways, if any, would this policy foster or undermine good relations between groups of people? Consider aspects that may tackle prejudice or promote understanding between different groups.

5.4 How will you communicate information about this policy to people who have: hearing and/or sight loss; English as a second language; are digitally excluded; have literacy/numeracy barriers?

5.5 Is this policy to be carried out wholly or partly by contractors? If yes, how will you incorporate equality expectations into the contract?

6. Your Outcome

6.1 Select the most appropriate

- ☐ No major change
- ☐ Adjust the policy
- ☐ Continue the policy
- ☐ Stop the policy

6.2 Are there any significant and relevant information gaps that have not been filled during the development of this policy?

6.3 What, in brief, does the evidence base underpinning the policy say about its potential impacts on inequalities of outcome?

6.4 Consider all evidence and findings of your assessment and complete this short action plan for addressing any potential adverse impact on people in the policy itself, and in the way it is communicated/ implemented.

Identified adverse impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person

Signoff

Directorate:

Head of Service:

Additional guidance

In developing new and revised policy, the East Renfrewshire Council is required to actively consider the need to:

- *remove unlawful discrimination;*
- *advance equality of opportunity; and*
- *promote good relations.*

These three requirements comprise the ‘general duty’ and relate to nine ‘protected characteristics’. The word policy encompasses: services; plans; procedures; programmes; frameworks; strategies; strategic decisions; masterplans etc. This extent that is proportionate to the scale and scope of the policy.

From 2018 the Council must take additional steps to actively consider:

- *how a strategic action might impact people on the grounds of socioeconomic disadvantage;*
- *what more it can do to reduce the inequalities of outcome, caused by socioeconomic disadvantage; and*
- *publish a statement outlining how it has done this.*

A completed Equality and Fairness Impact Assessment provides information on the implications of decisions about how we deliver services and to communities on the consideration of impact that has been given to policy development and implementation.

The service responsible for developing the policy should lead and complete their own reviews. The quality of a review comes from the knowledge and expertise of that service area. That service should have awareness of the people it affects and an in-depth appreciation of what is being proposed.

The key purpose of this review is to highlight existing practice that supports these duties, highlight new opportunities to strengthen policy and highlight what steps may be required to mitigate adverse impact arising from the policy itself or the way it is implemented.

The impact of a policy can be considered on two levels:

1. *The impact of **what** it proposes e.g. the objectives of a strategy.*
2. *The impact of **how** it is communicated, implemented and delivered.*