EQUALITY IMPACT ASSESSMENT (EQIA): SCREENING FORM

Introduction to the EQIA screening process

A successful <u>EQIA screening</u> 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 publically 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

Glasgow City Council's process for dealing with asset transfer requests submitted under the Community Empowerment (Scotland) Act 2015.

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

Following the introduction of the Community Empowerment (Scotland) Act 2015, on 27th January 2017, Glasgow City Council was required to develop and implement a process for dealing with asset transfer requests submitted under Section 5 of the Act.

This includes:-
- Publishing information on the Council's website;
- Developing a 2 step approach: initial enquiry followed by full application;
- Implementing an open and transparent application and assessment process; and
- Introducing a robust recommendation, approval and appeals process.

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

Jackie Henderson, 25/10/17

d) Assessment Verified by (signed and date)

Richard Kelly, 31/10/17

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: ➢ 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.
As this process relates to the introduction of new legislation, there were processes and steps to be adhered to. The Scottish Government provided guidance and template documents to Relevant Authorities. Consultation on the new legislation was carried out prior to the Asset Transfer element of the Act coming into force on 27th January 2017.	Any community controlled group has the right to make an asset transfer request.	No

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	Good Practice/ Promotes Equality or improved relations	Negative Impact – it could disadvantage an equality group	Reason for Change in Policy or Policy Development
SEX/ GENDER	Women		There is a universal right for an asset transfer request to be submitted and considered from any 'community transfer body'.		Introduction of legislation under Section 5 of the Community Empowerment (Scotland) Act 2015
	Men		As above		As above
	Transgender		As above		As above
RACE*	White		As above		As above
Further information on the breakdown below each of these headings, as per census, is available [here.](#)	Mixed or Multiple Ethnic Groups		As above	At present information on the Council's asset transfer process and documentation is only produced in English. In line with Council policy, information can be translated into other languages on request.	As above
	Asian		As above		As above
	African		As above		As above
For example Asian includes Chinese, Pakistani and Indian etc	Caribbean or Black		As above		As above
	Other Ethnic Group		As above		As above
DISABILITY	Physical disability		As above		As above
A definition of	Sensory Impairment		As above	At present none of the	As above

disability under the Equality Act 2010 is available here.	(sight, hearing,)			Council's asset transfer information or documentation is available in braille or large print. In line with Council policy, information can be provided in Braille or BSL on request.	
	Mental Health		As above		As above
	Learning Disability		As above		As above
LGBT	Lesbians		As above		As above
	Gay Men		As above		As above
	Bisexual		As above		As above
AGE	Older People (60 +)		As above		As above
	Younger People (16-25)		As above		As above
	Children (0-16)		As above		As above
MARRIAGE & CIVIL PARTNERSHIP	Women		As above		As above
	Men		As above		As above
	Lesbians		As above		As above
	Gay Men		As above		As above
PREGNANCY & MATERNITY	Women		As above		As above

			As above		As above
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.](#)

4. OUTCOMES, ACTION & PUBLIC REPORTING

SCREENING ASSESSMENT OUTCOME ACTIONS

Screening Outcome	Yes /No Or /Not At This Stage	Further Action Required/ Action To Be Undertaken	Lead Officer and/or Lead Strategic Group	Timescale for Resolution of Negative Impact/ Delivery of Positive Impact
Was a significant level of negative impact arising from the project, policy or strategy identified?	No			
Does the project, policy or strategy require to be amended to have a positive impact?	No			
Does a Full Impact Assessment need to be undertaken?	No			
If none of the above is required, please recommend the **next steps** to be taken. (i.e. is there a strategic group that can monitor any future impacts as part of implementation?)		A review of the asset transfer process and documentation should be undertaken after 12 months.	Richard Kelly, Grants & Initiatives Manager / Community Asset Working Group / Land and Property Co-ordination Group	N/A

PUBLIC REPORTING OF SCREENING ASSESSMENT

All completed EQIA Screenings are required to be publically available on the Council website once they have been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. (See EQIA Guidance: Pgs. 11-12)

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 take to mitigate impacts.

Individual services are responsible for conducting the impact assessment for their area, staff from **Corporate Strategic Policy and Planning** 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

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.