



Equality Impact Assessment

Stage 1: Initial Screening Questionnaire

Impact Assessment Reference Code	<i>To be allocated by Head of Diversity</i>
Please give a name to this impact assessment which sums up clearly, but in as few words as possible, the process, policy or function being assessed	
Name	
Criteria / Category	Guidance (to be replaced by content as the form is completed)
1.1 Overall aim and objectives	<i>What are the overall aims and objectives of the process/policy/project?</i>
1.2 Context and background	<i>What is the current context in which the process/policy/project sits (are there current systems in place? What are the drivers for change?)</i>
2.1 Strategic benefits (Society and Equality Strategies)	<i>Outline which areas of the Society's Strategy or high-level operational objectives, and/or the Society's Equality Strategy, the process/policy/project will benefit – please provide specific references</i>
2.2 Strategic risks	<i>Outline any potential risks to the Society's Strategy EITHER from implementation of the process/policy/project or from not implementing the process/policy/project</i>
2.3 Business need	<i>Describe the business need that will be met by the process/policy/project – will it increase revenue to the Society either directly or indirectly, will it improve business performance or efficiency, will it cut costs?</i>
2.4 Membership benefit	<i>How will the planned process/policy/project benefit the members of the Society, either directly or indirectly?</i>
2.5 Public and/or client benefit	<i>How will the planned process/policy/project benefit members of the public (Increased protection? Tackling informational asymmetry?) and/or the clients of Scottish solicitors?</i>
2.6 Stakeholders	<i>Outline the main stakeholder groups and their contribution to the process/policy/project; note any potential conflicts between different stakeholder groups and their demands</i>
2.7 Critical success factors	<i>Define the critical success factors for the project – set SMART objectives against which an internal/external audit of performance would judge the success of the project</i>



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This section should only be completed by someone who has attended the Society's Equality & Diversity training and who is familiar with the legislative and policy equality framework. Reference can be made to guidance and a checklist which has been prepared to assist in identifying discrimination and positive action measures.

3.1 Please allocate a '1' to each box where you feel there may be an implication – it may be best to discuss this in a group and brainstorm the possible consequences of different actions	Age	Disability	Gender	Gender re-assignment	Partnership and civil	Marriage and civil	Pregnancy & maternity	Race/ethnicity	Religion & Belief	Sexual Orientation	Total (row)
1. Is there any unlawful discrimination which should be eliminated?											
2. Is it possible to eliminate or reduce the possibility of harassment or victimisation related to the protected characteristics?											
3. In relation to disability, are there any reasonable adjustments which would be required where disabled people would otherwise be substantially disadvantaged?											
4. Is there evidence (internal or external) to suggest that there may be different treatment of protected groups or differential outcomes for protected groups?											
5. Will it be necessary to take steps to ensure the different needs of all groups are met , even where this involves different/more favourable treatments (as allowed by law)?											
6. Is there a likelihood there will be concern in the profession, public, or stakeholder groups as to equality?											
7. Is there an opportunity to remove or minimise disadvantages suffered by protected groups?											
8. Is there an opportunity to positively promote equality for members of the protected groups?											
9. Is there an opportunity to promote positive attitudes towards protected groups?											
10. Is there an opportunity to positively promote equality between protected groups?											
11. Is there an opportunity to promote greater participation of the protected groups?											
12. Is there an opportunity to foster good relations between protected groups and those outwith those groups?											
Total (column)											
(for any scores marked '**' see Section 4)											TOTAL

The total possible score is 93:

- **If more than five rows score '6' or above the Head of Diversity should be contacted**
- **If more than five columns score '6' or above the Head of Diversity should be contacted**
- **If the total score is '45' or above then the Head of Diversity should be contacted**

For such projects it is likely that a full Equality Impact Assessment will be required



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3.2 How can the 'protected groups' listed above be involved and/or consulted during the project?	<i>The Society has statutory duties to involve these groups in planning and design of significant new (or significantly altered) projects, processes, and procedures. What activity is being built into this project to ensure this is taking place?</i>		
3.3 Are any Convention Rights listed in the Human Rights Act likely to be relevant to this project?	<i>Refer to the Guidance on carrying out equality impact assessments to assess whether or not one or more of the Convention rights listed there is relevant. Where relevant, refer the issue to the Head of Diversity who will decide whether or not to take specialist advice to determine whether a full human rights impact assessment is requi</i>		
3.4 Does this need to be discussed further with the Head of Diversity?	<i>Yes/No - In association with the line-manager a decision should be made as to whether the direct involvement of the Head of Diversity is needed at this planning stage. If not required now, a date/project milestone may need to be set for a later point where input might be required</i>		
3.5 Comments and sign-off from Head of Diversity	<i>Name / date of sign-off + comments / advice + location of full impact assessment (where appropriate)</i>		
Details			
Who is responsible for this area of work?			
Which department and/or committee is responsible for this area of work?			
	Draft Plan	Final Plan	Complete (Projects only)
Who completed this impact assessment?	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Line Manager / Head of Dept.	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Senior Management Team <i>(where required)</i>	<i>Date of meeting</i>	<i>Date of meeting</i>	<i>Date of meeting</i>
Chief/Deputy Chief Exec. <i>(where required)</i>	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
4. Additional Information			
<i>Is there any additional information or justification which it is relevant to log?</i>			