



# Equality Impact Assessment

## Stage 2: Full Equality Impact Assessment

<b>Impact Assessment Reference Code</b>	<i>To be allocated by Head of Diversity / this should be on your 'Stage 1: Initial Screening Questionnaire'</i>
<b>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</b>	
<i>Name - this should be the same as on your 'Stage 1: Initial Screening Questionnaire'</i>	

### STEP 1 - IDENTIFYING THE PURPOSE OR AIMS

1. What type of policy, process, project, service or function is this?  
*Existing*       *New / proposed*       *Changing/ updated*
2. Please confirm you have attached the relevant Initial Screening Questionnaire, as Section 1, 2, and 3 provide the remainder of the information required for this section.  
*Initial Screening Questionnaire is attached*

### STEP 2 - CONSIDERING EXISTING INFORMATION AND WHAT THIS TELLS YOU

3. Please summarise the main data/research and management information in the box below.

<b>Data/ information</b>
<i>What information and data is available from internal systems and process?</i>
<b>Research or comparative information</b>
<i>What external research is available?</i>
<b>Key findings of consultation, involvement and feedback</b>
<i>What evidence is available of the interests and views of service user groups and those affected by the policy?</i>



4. What are the possible impacts or effects for protected groups and service-users (members, public, clients)? *You can use the areas you scored on the Initial Screening Questionnaire as a guide in completing this section.*

<b>Age</b>
<b>Disability</b>
<b>Gender</b>
<b>Gender reassignment</b>
<b>Marriage and civil partnership</b>
<b>Pregnancy and maternity</b>
<b>Race</b>
<b>Religion or belief/ faith communities</b>
<b>Lesbian, gay, bisexual people</b>
<b>Other socially excluded communities or groups (inc. 'class')</b>
<b>Human Rights issues</b>



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## **EQUALITY IMPACT ASSESSMENT**

**Stage 2: Full Equality Impact Assessment  
2014 - 2017**



### STEP 3 - ASSESSING THE IMPACT

5. Is there any evidence of higher or lower take-up by any protected group or community, and if so, how is this explained?

6. Do any rules or requirements prevent any groups or communities from using or accessing the service or process?

7. Does the way a service is delivered or the policy create any additional barriers for disabled people or any other groups or communities? For example, due to limited income or because of the time during the week or day when the service is available? e.g. women, cultural reasons.

8. Do any of these limitations amount to unlawful discrimination?

Yes  No

If yes, please explain (referring to the relevant protected group and type of discrimination legislation) in the box below



9. If No, do they amount to a differential impact which should be addressed?

Yes  No

If yes, please give details in the box below.

10. If the impact or effects are adverse for any community or group, can they be defended in order to provide equality for another community under legislation or policy?

Yes  No

Please give details below.

11. Do you have enough information to make a judgement?

Yes  No

If no, what information do you require, and about which communities?



12. Is it possible to get the information quickly and easily, or is it recommended that the collection of such data be included as an action for the action plan that will be developed? Please detail below.



## **STEP 4 - INVOLVING THOSE AFFECTED FOR THEIR VIEWS**

13. Please outline the steps taken to test out your findings and involve stakeholders on examining possible courses of action.

14. What feedback or responses have you received to the findings and possible courses of action? Please give details below.

15. If you have not been able to carry out any involvement work, please indicate below how you intend to test out your findings and recommended actions, and meet the requirements of the Equality Act.



## **STEP 5 - DEALING WITH ADVERSE OR UNLAWFUL IMPACT**

16. What can be done to improve the policy, service, function or any proposals in order to reduce or remove any adverse impact or effects identified? Consider any positive action initiatives which might address disadvantages experienced by the protected group.

17. What would be needed to be able to do this, for example a change in process. Are the resources, such as budget or staff likely to be available?

18. Is procurement likely to be an element of this project? What could be included as part of the procurement process to minimize impact?



## STEP 6 – DECISION TO PROCEED

19. Sign off & authorisation for project to proceed

*A DRAFT of Sections 7 & 8 (below) should be included at this stage, but these may continue to be finalised after the project is authorised*

	Details		
<b>Who is responsible for this area of work?</b>			
<b>Which department and/or committee is responsible for this area of work?</b>			
	Draft Plan	Final Plan	Complete (Projects only)
<b>Who completed this impact assessment?</b>	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
<b>Line Manager / Head of Dept.</b>	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
<b>Chief/Deputy Chief Exec. (where required)</b>	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
<b>Council/Board/Other Committee (where required)</b>	<i>n/a</i>	<i>Date of meeting</i>	<i>Date of meeting</i>

**EQUALITY IMPACT ASSESSMENT**  
**Stage 2: Full Equality Impact Assessment**  
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Please outline your proposed action plan below.

Issues/ adverse impact identified	Proposed action/ objectives to deal with adverse impact	Targets/Measure	Timeframe	Responsibility



## EQUALITY IMPACT ASSESSMENT

### Stage 2: Full Equality Impact Assessment 2014 - 2017

Issues/ adverse impact identified	Proposed action/ objectives to deal with adverse impact	Targets/Measure	Timeframe	Responsibility

Date completed:

Signed:

Name:

Position: