

# Equality Impact Assessment: initial screening

Please complete the form using the blank rows, as well as the greyed out boxes containing guidance that you should overwrite.

## What is being assessed by whom?

<b>Name of the policy<sup>1</sup></b>
'Sharing Good Practice (SGP)' programme.
<b>Name of person leading the assessment<sup>2</sup></b>
Susan Webster
<b>Names of other team members</b>
Jim Jeffrey
Is this a new or existing policy? New <input type="checkbox"/> Existing being reviewed <input checked="" type="checkbox"/> X  If existing, then please check to see whether a previous EqIA is available to provide a basis for this assessment.

## Initial screening

	Yes	No
Does the policy impact on people? (e.g. on service users, businesses, employees, wider community)	X	<input type="checkbox"/>
Will it have a significant effect on how other organisations operate?	<input type="checkbox"/>	X
Does it relate to an area where SNH has set equality outcomes <sup>3</sup> ?	X	<input type="checkbox"/>
Does it relate to an area where there are known inequalities?	X	<input type="checkbox"/>

*If you answered **Yes** to any of the above, please proceed to Stage 1 of the EqIA form.*

<sup>1</sup> The term policy is shorthand for policies, provisions, criteria, functions, practices and activities including the delivery of services.

<sup>2</sup> Person leading on the policy development

<sup>3</sup> Through the delivery of our services people who are under-represented as a result of a protected characteristic are more able to visit and experience the outdoors

Our workforce broadly reflects the diversity of the population of Scotland

Our workforce welcomes, values and promotes diversity

The gender pay gap is reduced

If you answered **No** to all of these, you do not need to carry out an EqIA so proceed to sign and complete the statement below.

An EqIA is not needed  Date:

Signed	Date
Lead officer:	
Responsible officer <sup>4</sup> :	

Please now publish the initial screening section of the form in eRDMS file B239231 and email confirmation to [diversity@snh.gov.uk](mailto:diversity@snh.gov.uk). Please also retain a copy with your policy documents.

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<sup>4</sup> Person with overall responsibility for the policy.

## Equality Impact Assessment: assessing impact

### Stage 1. The purpose of the policy, service, activity etc.

<p>What is the purpose of the policy?</p>	<p>Our Sharing Good Practice programme aims to broaden awareness of best practice across a variety of projects and activities where the subject matter is of interest to Scottish Natural Heritage and other interested organisations. The programme comprises around 15 events a year held, principally, at our conference facilities in Battleby, Perth. About two events per year are held elsewhere.</p>
<p>Who does the policy affect?        (employees, customers, equality groups, stakeholders)</p>	<p>This policy affects all people planning to attend and attending Sharing Good Practice events. The policy affects some employees, dependent upon their role in the organisation (it has a positive impact on staff members in that it ensures best practice is more readily shared and highlighted). Events tend to be promoted to particular sectors, depending on the nature of the topic.</p>
<p>What results/outcomes are intended?</p>	<p>Our Sharing Good Practice programme enables us to perform tasks and deliver projects better. By sharing experiences, methods and approaches we harness good examples of previous work and discuss likely beneficial approaches for future work. The method of meeting at formal Sharing Good Practice events is intended to make appreciating, challenging and sharing experiences easier compared to non-face to face meetings – such as websites or written guidance. Many of our events are run in partnership with other organisations which further disseminates findings.</p>

## Stage 2. Relevance to the needs of the general equality duty

Please consider which aspects of the policy are relevant to the three needs of the general equality duty

	Comment
Eliminate unlawful discrimination	The events are open to all interested parties.
Advance equality of opportunity	The events are open to all interested parties and provision is made for a range of additional needs.
Foster good relations between groups of people	The events provide opportunities for dialogue and learning across a wide spectrum of groups and individuals.

## Stage 3. To which of the equality groups is this policy relevant?

All	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Age	X	Gender reassignment	<input type="checkbox"/>
Disability	X	Pregnancy and maternity	X
Gender	X	Religion and belief	X
Race	X		

**If you decide that the assessment is not relevant to some groups, please say why below.**

The groups identified are those with particular relevance in relation to the policy.

## Stage 4. Evidence

Please consider what evidence is available to help you identify the impact the policy may have on people amongst the relevant groups you have identified? Both quantitative (statistics etc.) and qualitative (event feedback etc.) are equally valid. Please consider a range of sources, including: consultation exercises, surveys, feedback from staff, stakeholders, participants, research reports, [Scottish Government Evidence Finder](#), the views of equality groups, as well your own experience of working in this area etc.

Remember to consider whether this requires you to consult relevant equality groups. Where it is not possible to gather new information in time to inform the assessment, consider including such actions in your plans to monitor and review the policy.

Protected characteristic	Evidence	Source	Gaps and actions taken
Age	Qualitative / feedback from events	Feedback from SGP events	
Disability	The 2011 Scottish census indicates that 19% of adults in Scotland have a long-term illness, or disability.  Additional requirements are stated on the event application form.	Scottish census 2011  Scottish Recreation Survey 2013 Fact Sheet.  Sadler, S. 2008. Barriers to accessing Scottish Natural Heritage Services	
Gender	The 2011 census shows that 51.5% of the Scottish population are female. Within SNH 56% of our workforce is female.  Caring responsibilities still fall	Scottish Census  Scottish Government Equality Evidence	

	<p>disproportionately to women.</p> <p>A higher proportion of women work part-time, e.g. 87.0% of males in employment are in full time employment compared to 57.4% of women</p>	Finder	
Gender reassignment			We do not hold information on gender reassignment in relation to our Sharing Good Practice programme.
Marriage and civil partnership			We do not hold information on marital status in relation to our Sharing Good Practice programme.
Pregnancy and maternity	Additional dietary requirements are requested on the event application form.		We do not hold information on pregnancy/maternity in relation to our Sharing Good Practice events
Race	<p>The Scottish Census of 2011 shows less than 4% of the population registered as non-White European</p> <p>Additional dietary requirements are requested on the event application form.</p>		We do not have actual data for ethnicity of our Sharing Good Practice attendees.
Religion or belief	Additional dietary requirements are requested on the event application form.		We do not hold information on attendee's religious status in relation to our Sharing Good Practice programme.

Sexual orientation			We do not hold information on attendee's sexual orientation in relation to our Sharing Good Practice programme.

Additional comments:

Please Include here any further general comments as supporting evidence, for example, derived from consultation with equality groups and/or stakeholders etc.

## Stage 5. The significance of the potential impacts

Please consider what the evidence tells you about the likely impact (positive or negative) on people sharing a protected characteristic, i.e. how significant could the impacts be if we did not make any adjustments? Remember the duty is also positive – so please identify where the policy offers opportunities to promote equality and/or foster good relations.

Protected characteristic	Impacts	Positive (+) Negative (-) Neutral (0)	High (H) Medium (M) Low (L)
Age	<p>The timing of events may disproportionately affect attendees with caring responsibilities. For this reason, events are held within core working hours and the timings are designed, as far as possible, to allow visitors to attend and return from meetings in good time.</p> <p>Older people will be concerned about ease of access and safety. The car park is within easy access of the building and is well lit.</p>	<p>+</p> <p>+</p>	<p>M</p> <p>M</p>
Disability	<p>Information is provided online prior to the event and as hard copy at the event. Recent actions have improved the accessibility of online material. Additional needs are captured through the event application form. Contributors will need to consider appropriate formats or methods of communication and imagery.</p> <p>Assistive technology is available at the venue and its use built into the guidance for event organisers. Participants are made aware of our assistive technologies capabilities and the need to use microphones when presenting. Centre staff are also trained in the use of assistive technology. Car parking is</p>	<p>+</p>	<p>H</p>



	<p>available close to the centre and access is well lit.</p> <p>Event organisers need to ensure that information is posted far enough in advance of the event (at least six weeks) to allow attendees to book additional support needs, where required.</p> <p>Risk assessments covering accessibility are made for events away from the main conference centre.</p> <p>Some events make use of the grounds at Battleby. Activities are amended and adapted to reflect differing needs.</p>		
Gender	<p>Women tend to have more of the caring responsibilities for children and older people. Events are held within core working hours to provide some allowance for travel.</p> <p>Accessibility of the venue may be a concern. The car park is close the centre and access is well lit.</p>	+	M
Gender reassignment	Neutral		
Marriage and civil partnership	Neutral		
Pregnancy and maternity	Battleby has access to a rest room and toilets with baby-changing facilities.	+	M
Race	<p>Additional dietary requirements are requested on the event application form. Caterers label the food.</p> <p>The use of Plain English principles in our written communications and presentations, as well as strong use of imagery, addresses many of the needs of those whose first language is not English. Meetings are 'recorded' on flip charts</p>	+	M

	and interactive sessions ensure that all attendees can use these 'visual' props as well as standard 'verbal' communications.		
Religion or belief	Additional dietary requirements are requested on the event application form. Caterers label the food.  Contributors to use appropriate language and imagery to avoid causing offence.  Avoid dates of religious holidays and festivals.		
Sexual orientation	Neutral		

**Use the following guidance to inform your responses:**

Indicate:

- Where you think that the policy could have a POSITIVE impact on any of the equality groups like promoting equality and equal opportunities or improving relations within equality groups
- Where you think that the policy could have a NEGATIVE impact on any of the equality groups, i.e. it could disadvantage them
- Where you think that this policy has a NEUTRAL effect on any of the equality groups listed below i.e. it has no effect currently on equality groups.

It is important to remember that a policy may be highly relevant to one aspect of equality and not relevant to another.

<p><b>High impact</b> (The policy or process is very equality relevant)</p>	<p>There is significant potential for or evidence of adverse impact  The policy is institution wide or public facing  The policy has consequences for or affects significant numbers of people  The policy has the potential to make a significant contribution to promoting equality</p>
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<p><b>Medium impact</b> (The policy or process is somewhat equality relevant)</p>	<p>There is some evidence to suggest potential for or evidence of adverse impact The policy is institution wide or cross-Unit, but mainly internal The policy has consequences for or affects some people The policy has the potential to make a contribution to promoting equality</p>
<p><b>Low impact</b> (The policy or process might be equality relevant)</p>	<p>There is little evidence to suggest that the policy could result in adverse impact The policy operates mainly within a Unit The policy has consequences for or affects few people The policy may have the potential to contribute to promoting equality</p>

## Stage 6. Action needed to fulfil the needs of the general equality duty

Please consider the results of your impact assessment, what mitigating or positive action do you recommend in order to fulfil the three needs of the general equality duty? This will involve considering whether the evidence indicates that there is likely to be a differential impact<sup>5</sup> on particular equality groups, and particularly whether this impact is disproportionately negative. Remember that it is lawful under the Equality Act to treat people differently in some circumstances, for example taking positive action or putting in place single-sex provision where there is a need for it. It is both lawful and a requirement of the general equality duty to consider if there is a need to treat disabled people differently, including more favourable treatment where necessary.

<b>Needs of the general equality duty</b>	<b>Mitigating or positive actions needed, recommended or planned for each protected characteristic.</b> (Age, Disability, Gender, Race, Sexual orientation, Gender reassignment, Pregnancy and maternity, Religion or belief)
1. Eliminate unlawful discrimination, victimisation or harassment	We will continue to promote our programme of Sharing Good Practice events through our social media channels in order to increase the reach of our programme and subsequent findings and messages to ensure that as wide an audience as possible has an opportunity to share and benefit from our Sharing Good Practice programme. Ensure event information and programme takes account of differing needs.
2. Advancing equality of opportunity	It is our intention to explore the possibility of working with regional race equality groups to increase our reach to ethnic minority audiences.
3. Fostering good relations	By liaising with specialist groups and agencies we would hope to further extend the reach of our information.

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<sup>5</sup> Suggests that a particular group has been affected differently by a policy, in either a positive, neutral or negative way.

## Stage 7. Taking account of the results of the assessment

Having considered the potential or actual impacts you should be in a position to make an informed judgement on what should be done. In all cases, document your reasoning that justifies your decision. There are four main options you can take:

- **No major change** – your assessment demonstrates that the policy is robust. There is no potential for unlawful discrimination and you have taken all opportunities to advance equality of opportunity and foster good relations, subject to continuing monitoring and review
- **Adjust the policy** – this involves taking steps to remove any barriers, to better advance equality or to foster good relations.
- **Continue the policy** (despite the potential for adverse impact) – you should clearly set out the justifications for doing this and how you believe the decision is compatible with our obligations under the duty
- **Stop and remove the policy** – if there are adverse effects that are not justified and cannot be mitigated, you should consider stopping the policy altogether. If a policy leads to unlawful discrimination it should be removed or changed.

Option selected	Justification
No major change	We have not identified any unlawful discrimination and have identified a number of positive impacts that our Sharing Good Practice programme delivers.

## Stage 8. Summary of agreed actions resulting from your assessment

What action, by whom, will be undertaken as a result of the impact assessment.

No.	Action	Person responsible	Timescale
1.	Seek advice from a range of equality groups on how best to maximise the outreach of events.	Susan Webster	6 months
2.	Review event application material to ensure it is fit for purpose. To include: – language and	Susan Webster	6 months

	<p>imagery (generally)</p> <ul style="list-style-type: none"><li>– sufficient lead time for registration to allow applicants to arrange additional support</li><li>– sufficient information gathered on registration form</li><li>– provision of venue accessibility information on the SGP website and in pre-event material</li><li>– guidance for event organisers and contributors</li><li>– evaluation form to ascertain whether additional needs were met</li></ul>		
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## **Stage 9. Monitoring implementation**

We will continue to gather feedback from Sharing Good Practice participants. This monitoring will ensure that we effectively engage with our audience and modify where necessary our arrangements to fit with their needs.

**Review date: November 2016**

**Reviewer: Susan Webster**

## **Stage 10. Procurement**

The public sector equality duty for procurement requires bodies to consider how they can further fulfil the needs of the general duty in how they procure goods and services both through the award criteria and contract conditions. This applies to thresholds which most, if not all, our procurement falls below. However, EHRC guidance encourages public bodies to adopt these principles to help meet our broader obligations in relation to procurement and equality.

Consequently, if your proposal involves any related procurement of goods, services or advice, you should now consider how best to reflect the results of your impact assessment in the procurement process.

Award criteria at tender stage	N/A
How will you evaluate award criteria	N/A
Contract performance criteria	N/A

## Stage 11. Authorisation

Please confirm that:

This Equality Impact Assessment has informed the development of this policy:

Yes  No

Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, i.e.:

- Eliminating unlawful discrimination, harassment, victimisation;
- Advancing equality of opportunity;
- Fostering good relations

Yes  No

I am satisfied with the equality impact assessment that has been undertaken for Sharing Good Practice events and give my authorisation for the results of this assessment to be published on the SNH website.

<b>Name:</b>	<b>Alison Bell</b>
<b>Position:</b>	<b>Unit Head - Communications</b>
<b>Authorisation date:</b>	<b>19 November 2015</b>

Note: if this EqIA is associated with a policy that requires Director, Management Team or Board sign-off, you should arrange for the results of the assessment to accompany approval of the policy. This is to ensure that decision-makers are given sufficient information to enable them to pay due regard to equality when making their decision.

## Stage 12. Storing and publishing this EqIA

The regulations require that where an assessment has been made and the policy is implemented, the results of any assessment be published 'within a reasonable period' of the decision to apply the policy.

Please now publish this EqIA in eRDMS file B239231 and send the ID to the Equality and Diversity Team [diversity@snh.gov.uk](mailto:diversity@snh.gov.uk) for quality assurance and publishing on the SNH website.