

**The City of Edinburgh Council
Equalities Impact Assessment Template 3-Step Framework (06/07/08/09)**

Step 1 – Setting up

1A – Key details of the function or policy to be equality impact assessed and the reasons for choosing this function / policy Guidance note: This is a public document and therefore basic details about the policy / function, and the screening process, are required to provide a context to the EIA process.

Title of current / proposed function or policy <small>Guidance note: It may be necessary to delineate smaller aspects of a larger strategy, policy or service.</small>	Lead Council Department / s +/-or partner agencies responsible for delivering/ developing the function or policy	What are the intended outcomes of the function or policy, what is its primary purpose?	
A City for All Ages – Edinburgh’s Joint Plan for Older People. Phase 2 2007-2010	Corporate Services, Edinburgh Partnership, Lothian NHS Board, Edinburgh Community Health Partnership and Edinburgh Compact and the Older People’s Equality Forum.	The overall purpose of Edinburgh’s Joint Plan for Older People is to continuously improve the provision of activities, opportunities and services that older people can access and use with confidence.	
Who are the current / proposed service users / customers (internal / external) and how do they / will they find out about the function / policy?	Please list the main reasons why this function / policy is to be impact assessed? <small>Guidance note: It is important to note the main reasons, during the annual MAT screening process, why this policy / function was chosen for impact assessment e.g. high level of complaints, national priority, high impact</small>	Associated Resources (inc. budgets, funding source, and staff) <small>Guidance note: Provide brief details of associated resources and budgets.</small>	Has the policy or function previously been impact assessed <small>Guidance note: There may be no need to proceed if something similar has been impact assessed before or at source.</small>

<p>People aged 50 -100+</p> <ul style="list-style-type: none"> • Media • Council publications (Outlook etc) • Council Internet/Intranet • OPEF 	<p>Existing strategy is being updated and requires impact assessment under the review of strategies. Significant impact in terms of :-</p> <ul style="list-style-type: none"> • customer/ service user /patient contact • the Scottish National Strategy – All Our Futures, Planning for a Scotland with an Ageing Population • Neighbourhood Partnerships, Edinburgh Community Health Partnership and local community planning development • Age Positive Legislation, October 2006 • Discrimination Law Review - A Framework for Fairness: Proposals for a Single Equality Bill for Great Britain - A Consultation Paper • Launch of Commission for Equality and Human Rights (CEHR), 1st October 2007 	<p>The Joint Plan is a “spend to save” initiative to be implemented through existing systems and mechanisms.</p>	<p>No</p>
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1B – Establishing the project team, gathering and assessing the evidence and relevance assessment: Guidance note: Getting the right people with the right information is key to good EIA. Initial gathering of evidence is key and a review of the evidence gathered should be undertaken before screening + the full impact assessment takes place. Imagine the customer / service user journey and ensure representatives from the different stages of the journey are involved. Assess the feasibility of community involvement and community planning partners at this stage. If the policy / service is to be developed, involve those tasked with developing and those likely to manage / implement the policy / service. It is essential that all project team members have undergone training in EIA.

Establishing the project team

Participants	Title	Organisation
Review of legislation and policy Glenda Watt	Strategy Manager	CEC Corporate Services
Consultation 2005/06 Glenda Watt Anne Elliot 13 members Susan Hunter	Policy Assistant Older People's Equality Forum University of Edinburgh Lecturer, Social Work	CEC Corporate Services
EIA Glenda Watt Alistair Dinnie Anne Elliot	Policy Officer	CEC Corporate Services

Gathering information and evidence used to assist the impact assessment process (please tick and provide details)

Info / Evidence	Community consultation	Research (including websites)	Officer knowledge and experience	Equalities monitoring data	Service user feedback (inc. complaints)	Partner agency feedback	Other
Tick relevant Box	√	√	√	X Not used	X not used	√	√
List details e.g. source, date, scale	Independent review of ACFAA in 2003 and evaluation of Phase 1 2000-2005. Consultation on strategy development, with conference in April 2006. Reports available on www.edinburgh.gov.uk	Research includes review of Scottish and UK legislation and government policy and the findings from ACFAA review & evaluation and from the 2006 consultation.	Through Corporate Services/ACFAA research/experience including departmental reference group. Input from University of Edinburgh, Social Work			OPEF	Today and Tomorrow Task Group for BME older people. EVOC Forum on services for older people. Strategic Development Group Older People.

Relevance to Equalities Target Groups: Guidance note: Through the MAT network, the Council has already done a **relevance exercise** for all the Council's functions and policies across six equality domains (race, gender, disability, age, faith/belief, sexual orientation). This is described **within Appendix 1a of the MES**. Every year the MAT agrees an **annual programme of EIA** across all Departments, which consists of analysing all relevant functions and policies assessed as high in Appendix 1a, then key areas are chosen to go through the full EIA process described in this template. This process is known as **screening**. In an attempt to develop a more **targeted approach** to equalities work, this relevance assessment goes a step beyond the broader relevance assessment described in the MES - Appendix 1a. Thus, for the purposes of this template, relevance must be assessed against **equalities target groups** in an attempt to target the most vulnerable groups within broader equalities domains (described in the left-hand column). There is an opportunity for Council Departments to add other equalities target groups, as long as there is no duplication with other areas of Council activity and the assessment does not detract from a focus on the stated equalities target groups. The equalities target groups are based on the evidence of the national equalities review.

Equality Group	High	High	High	Low	Overall score
Guidance note: Please examine the info / evidence gathered and have a discussion amongst the project team about the relevance to legislation and equalities targets groups. Tick each box based on the assessment, then assess an overall grade.	Substantial relevance to equalities legislation	Substantial evidence of differential impact on equalities target groups	Substantial public concern expressed by equalities target groups	Little relevance to equalities legislation, little evidence of differential impact on target groups and little public concern expressed by target groups	(High / Low)
• BME people (e.g. Pakistanis, Bangladeshis, Travellers, Refugees, Asylum seekers)	Yes	Yes	Yes	No	High
• Women (e.g. Lone parents, victims of domestic violence, transgender)	Yes	Yes	No	No	High
• People in belief / faith groups (e.g. Muslims, Jews)	Yes	Yes	Yes	No	High
• Disabled people (e.g. learning disabilities, mental health issues, complex physical disabilities, sensory impairments)	Yes	Yes	Some	No	High
• Older and Younger People (e.g. under 5's, 16-21 and over 60's)	Yes	Yes – older people	Yes	No	High
• Lesbian, Gay, Bi - Sexual people (e.g. young LGB people coming out)	Yes	Yes	Some	No	High
• Any other equalities target groups as deemed appropriate by Departments:					

Step 2 – Full Equalities Impact Assessment

2A – Assessing potential or actual negative and positive impacts Guidance note: this step is the most critical part of the EIA process and care must be used when noting down an assessment of negative / positive impacts. In order to ensure a depth of analysis, take an individual from each equalities target group through a customer / service user journey relating to the current or proposed service or policy to ascertain whether there is potential or actual differential impact (both negative and positive). Try to maintain a focus on the equalities target groups described within the relevance assessment above.

Equality Group	Potential / actual positive impacts of policy or function	Equality Group	Potential / actual negative impacts of policy or function
Older BME	<ul style="list-style-type: none"> • Policy and service development enhances strategic and local community cohesion and builds community relationships. • Knowledge of agreed policy and its implementation. • Greater awareness of who has responsibility and accountability for policy and service delivery. • Specialised groups and agencies have worked together to combat discrimination and build a positive profile. 		<p>Potential negative impacts feature in the implementation of the strategy. For example:</p> <ul style="list-style-type: none"> • BME older people may perceive that they are not effectively catered for. • An inadequacy or reduction of resources in the implementation of the strategy may jeopardise access to and use of opportunities and services. For example, interpretation and translation of information and training of staff in equality, rights, recognition and respect. • Racism and cultural ignorance can intentionally or unintentionally deny access or create barriers.
Older People with disabilities	<ul style="list-style-type: none"> • Planned policy and service developments enable continuous improvement to the lives of people with disabilities. • Sharing knowledge and experience contributes to greater awareness of issues. • Demonstration that people are listening and working together to address problems and find solutions. 		<ul style="list-style-type: none"> • Non implementation of planned and agreed improvements to opportunities, communication and services will produce barriers and maintain unnecessary dependence and isolation. • Ignorance of disability can intentionally or unintentionally deny access or create barriers.
Older LGBT	<ul style="list-style-type: none"> • Policy and service development enhances strategic and local community cohesion and builds community relationships. • Knowledge of agreed policy and its implementation. • Greater awareness of who has responsibility and accountability for policy and service delivery. • Specialised groups and agencies have worked together to combat discrimination and build a positive profile 		<ul style="list-style-type: none"> • LGBT older people may perceive that they are not effectively catered for. • An inadequacy or reduction of resources in the implementation of the strategy may jeopardise access to and use of opportunities and services. For example, training of staff in equality, rights, recognition and respect , particularly in care giving settings. • Homophobia can intentionally or unintentionally deny access or create barriers.

2B – Consult the communities Guidance note: It is a legal requirement to consult with relevant communities of interest on the outcomes of the EIA process relating to the function / policy being EIA. It is Council policy, that where practicable and possible, communities of interest will be involved during the whole process, however, this can be resource intensive and guidance should be sought on this matter from an equalities specialist.

<p>Who was consulted with E.G. Equalities Fora / individuals / representative groups / partnerships.</p>	<p>12 Members Older People's Equality Forum Chairperson Older People's Equality Forum CEC Consumer Involvement Worker CEC Health and Social Care Public, Patient Involvement Worker NHS Lothian Development Worker RSVP/Community Services Volunteer Project Manager SAGE Team Leader CEC Libraries Service Worker LGBT Centre for Health and Wellbeing Service Manager RNIB Scotland Representative Portobello Muslim Community Centre Development Worker EVOC Project Manager Care and Repair Street worker Streetwork Member Edinburgh Disability Equality Forum Regeneration Worker South Edinburgh Partnership Development worker Service Review Co-ordinator Edinburgh Development Group, Worker CEC City Development, Service Review Manager</p>				
<p>Methods of Consultation (if more than 1 method was used please indicate)</p>	<p>Presentation √</p>	<p>Email X</p>	<p>Internet X</p>	<p>Newsletter</p>	<p>Other (please indicate) Presentation of draft strategy followed by facilitated 'round table discussion'</p>

<p>Conclusions: Guidance note: list the conclusions that the consultees have come to when presented with this EIA process and analysis.</p> <p>Note of meeting attached.</p> <ul style="list-style-type: none"> • The draft strategy will require updating in line with comments received. • The EIA process has been useful but has not identified any negative impacts. This is due to the thorough and extensive involvement of and consultation with older people in developing the original strategy and its updated version. • Continuous improvement is required in presenting policies and strategies in plain English. • Monitoring and evaluation of all strategic aims and actions is essential to identify whether progress has been made in service improvements for people in the BME and disability communities. • An annual report on the implementation of the strategy is essential. 	<p>Recommendations Guidance note: list the recommendations that have come out of the consultees conclusions. Please note that not every aspiration / comment / recommendation noted by communities can be addressed through the EIA process.</p> <ul style="list-style-type: none"> • Rigorous monitoring and evaluation. • Annual report on progress. • Improve and update information for older people • Build the Older People’s Equality Forum and its network.
<p>Ensuring community feedback: how will the community representatives you consulted receive information on the final EIA product?</p> <p>E-mail and paper copy. Information on the ACFAA website.</p>	<p>Responsibility: Who will take responsibility for this happening?</p> <p>Glenda Watt</p>

2C Recommendations Guidance Note: Please set out the series of recommendations developed as an outcome of Step 2A and 2B. These should include recommendations to address both potential positive and negative impacts. It is necessary to link recommendations to mainstreaming equalities action plans (MEAPs) or other relevant service or departmental improvement plans. Please ensure that the recommendations are SMART and lead to changes in services or policies.

Recommendation	Person / department / partner agency responsible for implementing recommendation	Date recommendation to be completed by
1. Ensure final ACFAA strategy summary text and layout is clear, is in plain language and includes graphics and photographs. Apply for Crystal Mark.	Strategy Manager, Corporate Services.	January 2008
2. Ensure SDG/ACFAA /OPEF provide/ and receive clear progress on the implementation of the strategy.	ACFAA Policy Assistant, Corporate Services.	March 2008
3. Implement the ACFAA/OPEF Communication Strategy.	Strategy Manager, Corporate Services	
4. Input of ACFAA actions into Covalent Performance Management System Develop targets/outcomes for ACFAA actions and monitor using Covalent system	Strategy Manager, Corporate Services	December 2007 Ongoing to 2010 with annual report on progress.
5. Produce annual report on progress of strategy implementation	Strategy Manager, Corporate Services	March 2008, March 2009

Step 3 – Summing up

3A – Monitoring equalities impact assessment

<p>Who will ensure the recommendations are linked to departmental mainstreaming equalities action plans (MEAPs), departmental service improvement plans or policy / service developments, as part of this EIA process? Guidance note: named person responsible for ensuring recommendations are linked to MEAPs.</p>	<p>What other monitoring arrangements will be put in place to ensure recommendations are implemented? Guidance note: for example, ongoing consultation with equalities groups or development of equality performance indicators.</p>
<p>Glenda Watt, Strategy Manager,</p>	<p>As previously mentioned.</p>

3B – Publicising the Equalities Impact Assessment Results

Guidance note: It is a legal responsibility to make the results of EIA available to the public.

Publicity medium	CEC Website	Department's intranet site	Equalities group newsletter	Staff newsletter	By e mail, post or presentation to specific equalities partnerships +/or organisations	By e mail, post or presentation to non specific equalities partnerships +/or organisations	Other
Tick relevant box and give details	√	√			√	√	

List person / group responsible	AE	AE			AE	AE	
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3C Officer time: Guidance note: there is a requirement, under the Council MES Equality Performance Indicators arrangements, to note the number of meetings and the officer time spent on the EIA process. Officer time at meetings is calculated by multiplying those in attendance with the amount of hours spent in attendance + any other officer time that can be reasonably recorded.

Meeting dates:	Officer time:	Meeting dates:	Officer time:
May 2007	1 hour	June 5 2007	60 hours

3D – Signing off

Signature and date of lead officer responsible for current or proposed policy / function Guidance note: preferably a senior manager.		Signature and date of lead officer / equalities specialist facilitating equalities impact assessment Guidance note: preferably an equalities related officer	
Glenda Watt			
Print name	Date	Print name	Date

3E – Recording of Equalities Impact Assessment

Who will be responsible for submitting equalities impact assessment to the corporate Equalities Unit?	Date sent and person sent to in the Equalities Unit?	Who will be responsible for storing details of the equalities impact assessment in the department and where will it be stored? Guidance note: server details, file reference number, place of storage etc.
Glenda Watt		