



## EQUALITY IMPACT ASSESSMENT (EqIA) – INITIAL SCREENING

### SECTION ONE: ESSENTIAL INFORMATION

<b>Directorate and Service :</b>	<b>Heritage Directorate</b>		<b>Name of Lead Officer:</b>	Hazel Johnson	
			<b>Team:</b>	What's Your Heritage	
			<b>Tel:</b>	0131 651 6788	
			<b>Email:</b>	Hazel.johnson@hes.scot	
<b>Proposal/Project:</b>	What's Your Heritage? project and replacement of the Historic Environment Policy Statement (HESPS).			<b>Reference No. (if applicable):</b>	
<b>What is the Proposal?</b>	<b>Budget &amp; Other significant Financial Decision</b>	<b>Corporate Policy/Plan (New or Change)</b>		<b>New or Changed HR Policy &amp; Practice</b>	<b>New or Changed Service Delivery / Service Design</b>
	No	Yes		No	No
<b>Who Does the Proposal Affect?</b>	<b>Stakeholders</b>	<b>Partners</b>	<b>Members of the Public</b>	<b>Employees</b>	<b>Other, please specify:</b>
	Yes	Yes	Yes	Yes	
<b>The main aims and projected outcome of this proposal</b>				<b>Projected Outcome of this Proposal</b>	
<b>A new historic environment policy:</b> The aim of the HESPS replacement is to provide accessible, concise and clear high level principles and policies to be used by everyone with a role or interest				Historic Environment Policy – HEP (working title) is a short, high level document containing: <ul style="list-style-type: none"> <li>An overview of what HEP is</li> </ul>	

<p>in the management of the historic environment.</p> <p>Whilst the replacement to HESPS will be a shorter more strategic document, it will be underpinned by detailed operational and topic specific guidance. This will ensure that content that is currently in HESPS will be captured and retained in an appropriate format and that the current well used suite of Managing Change guidance will be supplemented. All essential guidance will be in place and either issued in advance of or alongside the replacement to HESPS. A list of current guidance and what is in HESPS that requires to be created as new guidance will be published alongside the formal consultation.</p> <p>What will a new policy achieve?</p> <ul style="list-style-type: none"> <li>• Consolidate our role as the lead public body for the historic environment</li> <li>• Demonstrate leadership amongst other agencies who do not have single accessible strategic policy documents</li> <li>• Demonstrate leadership in heritage management by producing our first strategic policy document</li> <li>• Focus on the whole of the historic environment</li> <li>• Show that we have responded to public and stakeholder views</li> <li>• It will be an accessible document</li> <li>• Align with OPiT</li> </ul>	<ul style="list-style-type: none"> <li>• Who it is for and how it has been arrived at</li> <li>• Description of its status</li> <li>• The purpose of the Policy</li> <li>• The challenges and opportunities facing the historic environment</li> <li>• Principles and policies</li> <li>• How these will be delivered and monitored</li> <li>• A definition of terms used throughout the document, presented as text boxes set within the body of the text for accessibility. This is to make clear the meanings of terms and phrases as used specifically within the context of this policy document, and will be designed to ensure that the document flows. Brown text boxes will be designed to sit alongside the text, in the margins of the document</li> <li>• Sources of further information and guidance</li> </ul> <p>This is in direct response to needs identified when we asked the public and the sector how Scotland’s historic environment should be valued and managed, and what HES’ role should be. The resulting policy document is a response to what the people of Scotland, sector stakeholders and HES colleagues have said they want from the replacement to HESPS and seeks to represent their voices and expectations.</p>
<p><b>Early development stages:</b></p> <ul style="list-style-type: none"> <li>• <b>Establish</b> a vital baseline evidence to inform changes to HES Policy Statement</li> <li>• <b>Build</b> a picture of how the public in Scotland view HES</li> <li>• <b>Encourage</b> debate about, and interest in, what our heritage is and how it can be managed</li> <li>• <b>Speak</b> with a broad range of audiences in different locations</li> <li>• <b>Raise</b> awareness that HES is a new organisation doing things differently</li> </ul>	<p>A broad, collaborative and inclusive approach.</p>

**Development stage - Engagement, peer review and informal consultation:**

- Meet with a wide range of stakeholders including local authorities, academics and researchers and the wider development industries to talk about the results and the key issues.
- Staff events to inform about the project and to encourage participation
- Continue to keep external and internal participants informed about how the replacement to HESPS is developing.
- Mapping our existing policy, guidance and advice with a view to providing clarity for stakeholders on the historic environment policy landscape – this responds to the feedback that the policy landscape is confusing. HES produces a range of documents; research outputs, guidance and advice, strategies, Managing Change for decision makers and the HESPS itself. We will develop a means to communicate what these are and how they relate to OPiT and Scottish Planning Policy (SPP), as well as each other
- Establishing what will work best for HES policy, building in feedback from what our survey and stakeholder events revealed – this has resulted in a much slimmer strategic operational policy document supported by existing, refreshed and new detailed guidance and procedure notes. For example, HESPS currently contains a lot of operational description on how HES undertakes its functions rather than a policy position; internal procedures will not feature in the replacement to HESPS. This approach will be supported by the mapping exercise described above
- Producing draft policy for peer review with those we have already engaged with both at an early informal drafting stage and for a formal consultation later in the year. HESPS does not reflect the view in OPiT that the historic environment is all encompassing, rather it focuses on HES’ regulatory roles. The replacement to HESPS will respond to feedback from stakeholders and not simply focus on the regulatory activity that HES is involved with. It will deal with the whole of the Historic Environment, translating what is already in OPiT and Scottish Planning Policy for decision makers and the sector as a whole
- Continuing engagement with wider sector and stakeholders and internal

Wide engagement with as wide a demographic as possible to inform the replacement to the Historic Environment Policy Statement (HESPS) and to reflect the people of Scotland and stakeholders’ needs.

<p>engagement - further focussed workshop sessions are planned until we go out to formal public consultation in September 2018.</p> <ul style="list-style-type: none"> <li>Aligning our policy with other key agencies SPP - stakeholders were clear that they expected us to have a role in supporting the revision of SPP once the review of the planning system is complete and the replacement to HESPS offered an opportunity to be ready for this process</li> <li>Identifying work streams that will run parallel to policy - see ongoing outcomes below</li> </ul>	
<p><b>Language:</b> The new Historic Environment Policy (HEP - working title) will be accessible and written in plain English. It will include a glossary where necessary, but where possible definitions of terms and phrases have been incorporated into the body of the text. For example, the policy document is for the whole of the historic environment, and for all decision makers. The document identifies who decision makers are, to ensure that a wide range of users can identify themselves as decision makers, and feel confident that the policy is for them.</p>	<p>Greater engagement with the policy document and wider audiences and use. This will facilitate positive social outcomes and better outcomes for the historic environment.</p>
<p><b>Formal Public Consultation:</b> Twelve week consultation, inviting the public to comment on the current draft. Supporting information will be supplied.</p>	<p>To ensure that HEP reflects the feedback received, and works as a new historic environment policy for Scotland. Amendments to the document and a post consultation report will be published.</p>

**SECTION TWO: ASSESSING THE IMPACT**

**Equality Protected Characteristics:** What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010. Quantitative and qualitative information should be considered in determining any impact.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide information on how the impact on this protected characteristic was identified and arrived at.
<b>Age</b>		x		It was identified from the development stage results from the <i>What's Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with young people and the heritage that matters to them. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that "everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making".
<b>Disability</b>		x		It was identified from the development stage results from the <i>What's Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with people that consider themselves disabled under the definition of the Equality Act 2010, and the heritage that matters to them. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that "everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to

				participate in decision-making”.
<b>Sex</b>		x		It was identified from the development stage results from the <i>What’s Your Heritage?</i> survey and workshops that there are gaps in our recognition of women’s heritage and historic places. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that “everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making”.
<b>Ethnicity</b>		x		It was identified from the development stage results from the <i>What’s Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with BAME communities and the heritage that matters to them. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that “everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making”.
<b>Religion / Belief / non-Belief</b>		x		It was identified from the development stage results from the <i>What’s Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with diverse religious groups and their places of worship. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that “everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making”.

<b>Sexual Orientation</b>		x		It was identified from the development stage results from the <i>What's Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQ+) communities, and the places that matter to them. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that "everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making".
<b>Transgender</b>		x		It was identified from the development stage results from the <i>What's Your Heritage?</i> survey and workshops that there are gaps in our engagement and reach with the Lesbian, Gay, Bisexual, Transgender, Queer, Questioning and Intersex (LGBTQ+) communities, and the places that matter to them. The aim of the HEP will be to promote good decision-making and to ensure that public and community participation will enable learning from experience; understanding of place and its importance to wellbeing; alongside a decision-making process which is open and transparent. This will enable and improve the inclusion of equality impact assessments as a tool to demonstrate that "everyone should have the opportunity to enjoy our historic environment, to contribute to our shared knowledge and to participate in decision-making".
<b>Pregnancy / Maternity</b>	x			N/A
<b>Marriage / Civil Partnership</b>	x			N/A

JUDGED LEVEL OF IMPACT:			
LEVEL		COMMENTS	
HIGH	No		
MEDIUM	No		
Impact:			
Action/s:			
Lead Officer:		Action timescale:	
LOW	Yes	<p>Our assessment at this stage is that the HEP will have a positive impact as the primary purpose is to provide guidance for anyone involved in decision-making and for people interested in the outcome of those decisions.</p> <p>Promoting equality impact assessments, where relevant and proportionate, as a tool to help assess the impact of business decisions can only enhance community participation, expand the understanding of heritage beyond assets to include the more intangible stories and traditions and relationship to the Our Place in Time Strategy.</p>	
Evidence		Outcome:	Initial EqIA screening completed.

### SECTION THREE: LEAD PROJECT OFFICER SIGN OFF

Lead Project Officer:			
Signature:	Hazel Johnson	Date:	August 2018

### SECTION FOUR: DIRECTOR/HEAD OF SERVICE SIGN OFF

Director / Head of Service:			
Signature:	Barbara Cummins, Director of Heritage	Date:	September 2018