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| **Equality Impact Assessment (EqIA) – Initial Screening** |



**What is an EqIA?**

An EqIA is a process of analysing and informing decisions about a proposed or existing project (this could be a policy, a planned service or a change to a service, a proposal for building or access work, a strategic publication or a major financial decision). The aim is to identify any discriminatory or other negative impacts that the proposal could have on a particular group or part of the community or workforce. These effects could be as a result of people’s race, disability, age, gender re-assignment, religion or belief, sex and sexual orientation (known as ‘protected characteristics’).

**Why do I need to do one?**

The Equality Act (2010) puts a general legal duty on all public authorities to have due regard to the need to eliminate discrimination, advance equality and foster good relations.

We use the EqIA to identify potential positive impacts of our work and take full advantage of any opportunities for promoting the benefits of inclusion.

Assessing impact is an effective way of improving our policy development, service delivery and decision making to ensure we consider the needs of employees and the various communities we are in contact with, to identify potential steps to advance equality, foster good relations, and demonstrate that we do not unlawfully discriminate.

**When do I need to do the Initial Screening?**

The Initial Screening helps to decide whether a full EqIA is needed. It should therefore be done in tandem with the development of your business case. You will find references to the equality impact assessment embedded in the business case paperwork on the intranet.

If your project is likely to have a significant impact on people and is a public facing service e.g. key tourist sites; have a direct impact on the public e.g. communications; likely to differentially and significantly affect a discrete group who have a protected characteristic e.g. project design and accessibility for disabled users; potentially will affect staff e.g. organisation re-design/re-structures. You need to carry out an initial screening to determine if a fuller assessment is required.

The initial assessment will form the foundation of any fuller EqIA and does ensure that equality considerations are built in to the early stages of developing your project and runs parallel to business case development and implementation.

All full EqIA’s must be published on our website. Initial Screening EqIA’s will be held on file in the relevant Directorate.

**What do I do now?**

As part of the process of planning your project you should carry out an initial screening to check whether it is relevant to the equality groups identified above. You should not start your project or implement your policy or plan until you have filled in the Initial Screening form and identified whether or not a full EqIA is required.

Advice and support is available from the Equalities Manager, Development & Partnerships: [anila.mirza@hes.scot](mailto:anila.mirza@hes.scot)

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| **SECTION ONE: ESSENTIAL INFORMATION** |

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| **Directorate and Service :** | **Development & Partnership** | | | | **Name of Lead Officer:** | | |  | Anila Mirza | | |
| **Team:** | | | | Development &Partnership | | |
| **Tel:** | | | |  | | |
| **Email:** | | | | anila.mirza@hes.scot | | |
| **Date started:** | | | | 05.10.21 | | |
| **Proposal/Project:** | **Corporate Plan -Light Touch Review** | | | | | | | | **Reference No. (if applicable):** | |  |
| **What is the Proposal?** | **Budget & Other significant Financial Decision** | | **Corporate Policy/Plan (New or Change)** | | | | **New or Changed HR Policy & Practice** | | | | **New or Changed Service Delivery / Service Design** |
| No | | Yes (Light Touch Review) | | | | No | | | | No |
| **Who Does the Proposal Affect?** | **Stakeholders** | **Partners** | | **Members of  the Public** | | **Employees** | | | | **Other, please specify:** | |
| Yes | Yes | | Yes | | Yes | | | |  | |
| **The main aims and projected outcome of this proposal** | | | | | **Projected Outcome of this Proposal** | | | | | | |
| The Corporate Plan Light-touch review recommendations with no change in the main five outcomes:   1. The historic environment makes a real difference to more people’s lives 2. The historic environment is looked after, protected and managed for the generations to come 3. The historic environment makes a broader contribution to the economy of Scotland and its people 4. The historic environment inspires a creative and successful Scotland 5. The historic environment is cared for and championed by a high-performing organisation | | | | | The outcomes are still relevant and demonstrate the value of the historic environment and our work. A light touch review has identified need to strengthen the plan in a few areas including net-zero, communities, and equalities to reflect shifts in work or policy priorities over the last three years. | | | | | | |

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| **SECTION TWO: ASSESSING THE IMPACT** |

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| **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.** |

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| **Protected Characteristic** | **Neutral Impact** | **Positive Impact** | **Negative Impact** | **Please provide information on how the impact on this protected characteristic was identified and arrived at.** |
| **Age** |  | x |  | The Corporate Plan Heritage for All and outcome one with its focus on “*making a real difference to people’s lives*”. It aligns closely with our Equality outcomes (specifically the Our Society outcome). There is no evidence the light-touch review will have negative impacts on people with protected characteristics, on the contrary the proposed changes are likely to bring greater prominence to our commitment to equality, diversity, and inclusion. The Corporate Plan is a valuable tool to highlight HES responsibility to promote diversity, and this has the potential to deliver long-term positive impacts. |
| **Disability** |  | x |  |
| **Sex** |  | x |  |
| **Ethnicity** |  | x |  |
| **Religion / Belief / non-Belief** |  | x |  |
| **Sexual Orientation** |  | x |  |
| **Transgender** |  | x |  |
| **Pregnancy / Maternity** |  | x |  |
| **Marriage / Civil Partnership** |  | x |  |

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| **Public Sector Equality Duty: Scottish Public Authorities must have ‘due regard’ to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations.** |

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|  | **Please say how your proposal will contribute to the general equality duty** | **What is the potential impact of your proposal** |
| **Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):** | The Corporate Plan aims to make the historic environment more accessible to all sectors of society. | Emphasising inclusivity and access will allow eliminating unlawful discrimination, harassment, and victimization. HES Policies reflect this. |
| **Advance Equality of Opportunity(taking positive action through activity and policies which widen access; participation and opportunity to protected groups):** | The Corporate Plan affirms that HES promotes equalities. | Our engagement with equalities groups will ensure that equalities issues are our priority. |
| **Foster Good Relations (promoting understanding and reducing prejudice):** | As a public body HES is subject to equality legislation. HES has a specific responsibility to exercise its functions to encourage diversity. | The Corporate Plan creates enhanced scope in fostering good relations. This means that organisational policy development will aim to improve positive impacts for people with protected characteristics and other groups who traditionally find it hard to access services. |

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| **JUDGED OVERALL LEVEL OF NEGATIVE /DIFFERENTIAL IMPACT:** | | | | | | |
| **LEVEL** | | **COMMENTS** | | | | |
| **HIGH** | **Yes / No** |  | | | | |
| **MEDIUM** | **Yes / No** |  | | | | |
| **Impact:** | |  | | | | |
| **Action/s:** | |  | | | | |
| **Lead Officer:** | |  | | **Action timescale:** | |  |
| **LOW** | **Yes / No** | ***No negative impact has been identified.*** | | | | |
| **Evidence** | | This initial equality screening meets the requirement for HES to demonstrate due regard of the general equality duty as outlined in the Equality Act 2010. | **Outcome:** | | **Initial EqIA screening completed.** | |

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| **SECTION THREE: LEAD PROJECT OFFICER SIGN OFF** |

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| **Lead Project Officer:** | | | |
| **Signature:** | Anila Mirza | **Date:** | 05.10.21 |

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| **SECTION FOUR: DIRECTOR/HEAD OF SERVICE SIGN OFF** |

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| **Director / Head of Service:** | | | |
| **Signature:** |  | **Date:** | 22.10.21 |