



Equality Impact/Fairer Scotland Duty Assessment Form

(To be completed with reference to Guidance Notes)

Step 1

Name of Proposal : BE-BE-020 Mail Administration Project – centralisation to one corporate mail address, use of second class mail for all external mailings unless urgent.

Step 2

Is this only a **screening** Equality Impact Assessment Yes/~~No~~

(A) If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

(i) It does not impact on people Yes/~~No~~

(ii) It is for information only ~~Yes~~/No

(iii) It is reflective e.g. of budget spend over a financial year ~~Yes~~/No

(iv) It is technical Yes/~~No~~

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

(B) If you have answered No to the above, please indicate the following:

Is this a full Equality Impact Assessment Yes/No

Is this a Fairer Scotland Duty Assessment Yes/No

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

Step 3

(i) Lead Directorate/Service:

(ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

(iii) What is the aim of the proposal? Please give full details.

(iv) Is it a new proposal? Yes/No

OR

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function? Yes/No

Step 4

Which people does your proposal involve or have consequences for?

Please indicate all which apply:

Employees Yes/No

Job Applicants Yes/No

Service users Yes/No

Members of the public Yes/No

Step 5

List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:

Internal data (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

Internal consultation (e.g. with staff, trade unions and any other services affected).

External data (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

External consultation (e.g. partner organisations, national organisations, community groups, other councils).

Other (general information as appropriate).

Step 6

Evidence Gaps

Are there any gaps in the equality information you currently hold? Yes/No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

Step 7

Are there potential differential impacts on protected characteristic groups? Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.

Age	Impact: Neutral
Disability	Impact: Neutral
Gender reassignment	Impact: Neutral
Marriage and Civil Partnership	Impact: Neutral
Pregnancy/Maternity	Impact: Neutral
Race - (includes Gypsy Travellers)	Impact: Neutral
Religion or Belief	Impact: Neutral
Sex	Impact: Neutral
Sexual orientation	Impact: Neutral

Step 8

Consultation with any of the groups potentially affected

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

Step 9

What mitigating steps will be taken to remove or reduce potentially negative impacts?

Step 10

If a potentially negative impact has been identified, please state below the justification.

Step 11

In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?

Step 12

Is there any action which could be taken to advance equalities in relation to this proposal?

Step 13

FAIRER SCOTLAND DUTY

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

Step 13(A) What evidence do you have about any socio-economic disadvantage/ inequalities of outcome in relation to this strategic issue?

Step 13(B) Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.

Step 13(C) Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from Covid-19.

Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.

Low and/or No Wealth (e.g. those with enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.

Impact -

Material Deprivation (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

Impact -

Area Deprivation (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport).

Impact -

Socio-economic Background i.e. social class including parents' education, people's employment and income.

Impact -

Other (please indicate)

Step 13(D) Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.

Step 14

What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?

Step 15

Where will this Equality Impact/Fairer Scotland Duty Assessment be published?

Step 16

Sign off and Authorisation. Please state name, post, and date for each:

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29/1/21

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Approved by:

