

Appendix 1

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact corporateandcommunityplanning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details

A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.

Name of PFD:	Requested for extension of lease to Loch Lomond Steamship Company	
Lead Department & other departments/ partners involved:	HEED	
Responsible Officer	Stuart Gibson	
Impact Assessment Team	Stuart Gibson, Ricardo Rea	
Is this a new or existing PFD?	New	
Start date of EIA: 24/03/2014	End date of EIA: 25/03/2014	
Who are the main target groups/ who will be affected by the PFD?	Residents and visitors to the WD area	
Is the PFD Relevant to the General duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)? Please enter brief details	Some opportunity to advance equality of opportunity with regards to age, specifically there is some potential positive impact for young people in terms of education and jobs. Some potential for fostering good relations.	
x	If YES , complete all sections, 2-9	
	If NO , complete only sections 8-9	
	If don't know, complete sections 2 & 3 to help assess relevance	

Section 2: Evidence

Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.

Available evidence:

Consultation/ Involvement with community, including individuals or groups or staff as relevant	Discussion between relevant staff members
Research and relevant information	Loch Lomond Steamship Company Business case
Officer knowledge	Stuart Gibson, Ricardo Rea
Equality Monitoring information – including service and employee monitoring	N/A
Feedback from service users, partner or other organisation as relevant	
Other	

Are there any gaps in evidence? Please indicate how these will be addressed

Gaps identified	
Measure to address these	

Note: Link to Section 6 below Action Plan to address any gaps in evidence

Section 3: Involvement and Consultation

Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity
			Cross cutting

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive	Negative	No impact
Race			x
Sex			x
Gender Re-assignment			x
Disability			x
Age	By agreeing to this proposal the Council will assist in the improvement to the local economic growth and employability of the area; improve life chances for children and young people in the level of educational opportunities that are available.		
Religion/ Belief			x
Sexual Orientation			x
Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.			x
Cross Cutting	Some potential for fostering good relations by supporting an asset that can be used by all.		
Note: Link to Section 6 below Action Plan in terms of addressing impacts			

Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored?
What equalities monitoring will be put in place?

N/A

When will the PFD be reviewed?

Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement

No

Section 8: Signatures

The following signatures are required:

Lead/ Responsible Officer:

Signature: Stuart Gibson

Date: 25/3/14

EIA Trained Officer:

Signature: Ricardo Rea

Date: 25/03/2014

Section 9: Follow up action

Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages

Signature:

Date:

Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly

Signature:

Date:

Give details, insert name and number of covalent action and or related PI:

Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary

Signature:

Date:

Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team

Signature:

Date:

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	
2. Continue the PFD	X
3. Adjust the PFD	
4. Stop and remove the PFD	
Give reasons:	
<i>Note: Link to Section 6 below Action Plan</i>	

Section 6: Action Plan describe action which will be taken following the assessment in order to, reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation				
Action	Responsible person	Intended outcome	Date	Protected Characteristic
				Disability
				Gender
				Gender Reassignment
				Race
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
				Cross cutting
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD				
No				