

Appendix 2

EQUALITY, HEALTH AND HUMAN RIGHTS IMPACT ASSESSMENT FORM

This form is to be used in conjunction with the Equality, Health and Human Rights Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@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:	Proposed Disposal of Howatshaws Hall, Howatshaws Road, Dumbarton to Bellsmyre Development Trust
Lead Department & other departments/ partners involved:	HEED
Responsible Officer	Craig Maxwell
Impact Assessment Team	Craig Maxwell Ricardo Rea
Is this a new or existing PFD?	New Committee report/options appraisal
Start date: (the assessment should be started prior to PFD development/drafting or at the early stages of review): 01/02/2012	
End date (this should allow for the assessment to inform decision-making): 01/02/2012	
What are the main aims of the PFD ?	Disposal of surplus property To report back to the Committee on the expressions of interest received from local community groups regarding Howatshaws Hall. In addition to detail the outcome of the option appraisal of the proposals received and to seek consent to the proposed disposal of the property.
Who are the main target groups/	This EIA focuses on the disposal those directly affected are the Council and Bellsmyre

who will be affected by the PFD ?	Development Trust these are the immediate stakeholders.
Relevance (of PFD to the general equality duties and equality groups, also record if there is no relevance giving reasons/evidence)	
Yes, this function is relevant under the general duty, in terms of option appraisal and the decision by committee on who property is sold to. The eventual use of the property after sale is not a matter covered under the general duty of the Equality Act 2010. The has of course a wider committeeman to safe and strong communities and was taken into account during the options appraisal process.	
	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	
Research and relevant information	<p>Research included assessment of the Disposal of Land by Local Authorities (Scotland) Regulations 2010 and WDC Corporate priorities to ensure that the option appraisal process was relevant for all applicants, as well as being fair.</p> <p>The process allowed for questions to be raised by potential bidder and clarified by the Council prior to submission of bids.</p>
Officer knowledge	<p>Officer knowledge (Craig Maxwell) indicated that there is an increased frequency of former operational Council premises being potentially available to community groups.</p> <p>An EIA trained officer took part in the options appraisal.</p>
Equality Monitoring information – including service and employee monitoring	

Feedback from service users, partner or other organisation as relevant	Not relevant.
Other	
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	No identified gaps.
Measure to address these	
<i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i>	

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	Date	Findings	Characteristics
No external consultations were carried out as this was not proportionate to the area of relevance in terms of the General Duty of the Equality Act 2010. Officer knowledge was used to ensure that the process of options appraisal was fair.			Race Sex Gender Reassignment Disability Age Religion/ Belief Sexual Orientation Civil Partnership/ Marriage Pregnancy/ Maternity Other

Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex			X
Gender Re-assignment			X
Disability			X
Age			X
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage			X

General note

No impacts in terms of the processes followed by the Council on option appraisal or decision to sell.

Note: Link to Section 6 below Action Plan in terms of addressing impacts

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:

The relevance under the Equality Act 2010 relates to the appraisal and sale, and not to the eventual use. The Council has followed an objective appraisal process. The Committee process and eventual decision is bound by the Council's standing orders and the Council's overall commitment to Equality and Diversity.

Note: Link to Section 6 below Action Plan

Section 6: Action Plan Please describe any 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 required

Action	Responsible person (s)	Intended outcome	Date for completion	Protected Characteristic
<p>Strategic action for noting (does not effect the outcome of this current EIA.</p> <p>An EIA of the options appraisal process should be carried out and it is recommended that under the statutory element in options appraisal specific reference to the Equality Act be made and separate scoring element be created and more.</p>	<p>Senior HEEDS personnel / Equality officer / CPP</p>	<p>Streamlining options appraisal process by building in equalities as a scoring element will mean future EIA can be carried out with the benefit of this information.</p>	<p>Mid March 2012- i.e. ahead of start of the new specific equalities duties that included new requirements on impact assessments</p>	<p>Cross cutting</p>

Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing PFD

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?	Not relevant in this case, however it is noted that any service run from this location that was funded via a grant from WDC or the CPP would be subject to grant conditions.
When will the policy be reviewed?	N/A

Section 8: Signatures

The following signatures are required:

Lead/ Responsible Officer:	Signature: Craig Maxwell	Date: 01/02/2012
EIA Trained Officer:	Signature: Ricardo Rea	Date: 01/02/2012

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:		
Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary	Signature:	Date:
Completed form: Pass completed forms retained within department and copy passed to Policy Development Officer (Equality) within Community Planning and Policy	Signature:	Date: