

Equality Impact Assessment template

This should be read in conjunction with the EIA guidance and FAQ documents.

Section 1: Details of the policy¹ or practice

Department/team responsible:	Strategic Performance and Engagement Department, Communications Team			
Name of policy or practice being assessed:	Employer/registrant engagement events			
Purpose and anticipated outcomes of the policy:	<p>To hold a number of engagement events across Scotland with registrants and Care Inspectorate inspectors to share information about registration, fitness to practise and workforce development.</p> <p>Also holding a pop-up event in Stornoway for social service employers and workers to get the chance to meet SSSC staff.</p> <p>To make sure using venues that have suitable disability access and facilities to make sure people with disabilities are able to attend the events.</p>			
Is this a new or existing policy?	New	X	Existing	
List of participants in EIA process:	Vanessa Glenday, Information and Communications Officer			
Date assessment started:	01/09/2015	Date finished:	08/02/2016	

Please indicate who is likely to be affected by the policy: (For example: people who use services or their carers, men, women, young people, people with disabilities.)	Employers and social service workers.
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¹ 'Policy' is defined very broadly and includes functions, activities and delivery of services. This is explained in more detail in the FAQs document.

Section 2: Collecting information

What evidence is available about the needs of relevant groups? Please consider demographic data (including Census information), research, consultation and survey reports, feedback and complaints, case law, officer/adviser knowledge and experience.²

Details	Source of evidence
The median age of the workforce is 44. The workforce is predominantly female – 85% of workers are female with the remaining 15% male. 81% of the workforce is white. 2% of the workforce has a disability.	Workforce Data Report 2015

From your research above have you identified any gaps in evidence? If so what are the gaps?

No

If appropriate, please describe any consultation/engagement undertaken including details of the groups involved and the methods used.

This project is centred around engagement events. We will ask for, and take on board, any feedback received.

Are there any other groups to be consulted?

No

Section 3: Impacts

Has the research, or any consultation undertaken, identified any potential for impacts on the following groups?

Protected characteristic	Yes	No	Please explain
Age (older people, children)		X	

² We have a range of sources of evidence which can help you consider the needs of different groups. Please see the FAQs document for further details.

and young people)			
Disability	x		Potential for someone with a disability to attend the events. To ensure only use venues with suitable access and facilities.
Gender reassignment (where a person is living as the opposite gender to their birth)		X	
Pregnancy and maternity		X	
Race, ethnicity, colour, nationality or national origins (including Gypsy Travellers, refugees, asylum seekers)		x	
Religion or belief (including non-belief)		x	
Sex/gender		x	
Sexual orientation		x	

Is there any evidence that the policy may:

	Yes	No	No evidence
Result in less favourable treatment for particular groups?		X	
Give rise to direct or indirect discrimination?		X	
Give rise to unlawful harassment or victimisation?		X	
If yes to any of the above, please give details:			
How will the policy be modified to mitigate this?			

Section 4: Meeting our general equality duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?

To make sure use venues that have suitable disability access and facilities to ensure people with disabilities are able to attend the events.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

To make it clear when promoting events that the venues have suitable disability access and facilities to ensure all people are able to attend.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?

To accommodate any requests regarding venue, material available etc from people who share a protected characteristic and those who do not.

Section 5: Outcome of assessment

Please detail the outcome of this equality impact assessment on the policy:

No major change	No changes required to this activity.
Adjust the policy	
Continue the policy	
Stop and remove the policy	

Please detail recommendations, including any action required to address any negative impacts identified:

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Section 6: Monitoring

Describe how you will monitor the impact of this policy, eg performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:

All attendees are contacted after the event and asked to complete an evaluation form. Will gather feedback on venues suitability and respond, where possible to comments regarding the venue.

When and how is the policy or practice due to be reviewed?

Review regularly. Ensure any feedback regarding venue access and disability facilities is passed to Organisational Support and Development who deal with future venue bookings.

Section 7: Sign off

Date sent to Policy Officer:	08/02/2016
Comments from Policy Officer:	I am satisfied that this policy has no negative impact on people with protected characteristics.
Date signed off by Policy Officer:	28/09/2016

Please insert name and title of the manager who has signed off this equality impact assessment:

Name	Nicola Gilray
Title	Head of Strategic Communications
Date approved	29/09/2016

Equality Impact Assessment Flowchart



