

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:	Information materials		
Purpose and anticipated outcomes of the policy:	To produce new corporate information material about the SSSC incorporating our refreshed brand. The material will be eye-catching, easy to read and describe who we are and what we do. It will raise awareness of the organisation and our resources with the public, workers, employers and people who use services.		
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:	31/09/2015	Date finished:	01/02/2016

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.)	Workers and employers - men, women and young people, and people who use services.
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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

¹ 'Policy' is defined very broadly and includes functions, activities and delivery of services. This is explained in more detail in the FAQs document.

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.

Details	Source of evidence
<p>The median age of the workforce is 44.</p> <p>The workforce is predominantly female – 85% of workers are female with the remaining 15% male.</p> <p>81% of the workforce is white.</p> <p>2% of the workforce has a disability.</p>	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 involves developing materials for engagement. We will draw on previous feedback and staff knowledge to ensure this is appropriate for all.

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 and young people)	x		May require material in suitable format (eg large print, pictorial etc).
Disability	X		May require material in suitable format (eg large print, audio etc).
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?

The general leaflets and postcard explain the role of the SSSC and explains how people who use services and social service workers can make a complaint about a worker who is not meeting the standards. Hence if a worker discriminates against someone who uses services or against another worker, they can report this.

The material will be produced in an accessible style, using clear, plain language and avoiding using jargon.

The material can be transcribed in different formats as requested.

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

When using images on information material, will ensure they represent the diverse population of Scotland. This will help advance equality in the organisation and community by embracing the diversity of people who use services within corporate publications.

It is our priority to communicate clearly in an accessible style, using clear, plain language and avoiding using jargon.

All material (apart from z/k card, postcards) will include the statement 'If you require this publication in another format, please contact the SSSC on 0345 60 30 891.' This will ensure all our stakeholders are aware the material is available in different formats.

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

When using images on the information material we will incorporate, where possible images that advances equality of opportunity and foster good relations between different groups by ensuring that we use images that represent the diverse population of Scotland.

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

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:
Arrange for requests for material in different formats to be made available.
Regularly review the number of requests for material produced in different formats.

When and how is the policy or practice due to be reviewed?
Regularly. If regular requests for information material in a certain format might result in future material being produced in specific formats when first designed/produced.

Section 7: Sign off

Date sent to Policy Officer:	15/02/2016
Comments from Policy Officer:	I am satisfied that this policy will not have a negative impact.
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

