

Equality Impact Assessment Template

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. IDENTIFICATION OF FUNCTION, POLICY OR PLAN	
Name of function/policy/plan to be assessed	Orkney Educational Trust
Service/service area responsible	Education, Leisure and Housing
Name of person carrying out the assessment and contact details	Heather Manson, Senior Admin Assistant, ext 2413, email: heather.manson@orkney.gov.uk
Date of assessment	1/6/2012
Is the function/policy/plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly)	Existing – changing the administration and disbursement of funds significantly.

2. INITIAL SCREENING	
What are the intended outcomes of the function/policy/plan?	To reduce administration time and change the disbursement of funds in order to greater benefit the recipients.
State who is, or may be affected by this function/policy/plan, and how	<p>All recipients of awards in the short-term future as the amount of each award may be considerably more than in previous years.</p> <p>All recipients of awards in the long term future as, with the increase in award amounts, the total amount 'in the pot' may diminish completely and funding will no longer be available.</p> <p>Council staff with the responsibility of the administration of the Trust as the amount of time spent on administration may be reduced considerably.</p>
How have stakeholders been involved in the development of this function/policy/plan?	These proposals have been developed by key staff within Education and Finance Services. Schools and other applicants will be informed of any changes

	before they come into effect.
Is there any existing data and/or research relating to equalities issues in this policy area? Please summarise. e.g. consultations, national surveys, performance data, complaints, service user feedback, academic/consultants' reports, benchmarking (see equalities resources on OIC information portal)	Proposed amendments will have no impact on eligibility, but are intended to improve administration and greater benefit award recipients.
Could the function/policy have a differential impact on any of the following equality strands?	(Please provide any evidence – positive impacts/benefits, negative impacts and reasons)
1. Race: this includes ethnic or national groups, colour and nationality	No
2. Sex: a man or a woman	No
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes	No
4. Gender Reassignment: the process of transitioning from one gender to another	No
5. Pregnancy and maternity	No
6. Age: people of different ages	There are award categories for both adults and children but the proposed amendments will have no impact on eligibility.
7. Religion or beliefs or none (atheists)	There are award categories for religious prizes to specified recipients but the proposed amendments will have no impact on eligibility.
8. Caring responsibilities	No
9. Marriage and Civil Partnership	No
10. Disability: people with disabilities (whether registered or not)	No

3. IMPACT ASSESSMENT

Does the analysis above identify any differential impacts which	No
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need to be addressed?	
How could you minimise or remove any potential negative impacts?	n/a
Do you have enough information to make a judgement? If no, what information do you require?	n/a

4. CONCLUSIONS AND PLANNED ACTION

Is further work required?	Yes
What action is to be taken?	If the changes are implemented, schools and Orkney residents must be advised of changes to awards. Monitoring of the individual funds needs to be undertaken.
Who will undertake it?	Education, Leisure and Housing / Corporate Services (Finance)
When will it be done?	August/September 2012
How will it be monitored? (e.g. through service plans)	Through continued submission of annual award reports to Education, Leisure and Housing Committee.

Signature

Date

1st June 2012

Name HEATHER MANSON
(BLOCK CAPITALS)

Please sign and date this form, keep one copy and send a copy to Corporate and Community Strategy. It should also be emailed to Corporate and Community Strategy.