



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 proposal or changes by anticipating the consequences and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

Should you have any questions or wish for your draft EqIA to be reviewed by our Equality, Diversity and Inclusion Adviser, please contact OD@orkney.gov.uk.

1. Identification of the Proposal or Change

Name of proposal or change being assessed.	
Responsible Service and Directorate.	
Date of assessment.	
Is the proposal or change existing? (Please indicate if the service is to be deleted, reduced or changed significantly).	

2. Primary Information

What are the intended outcomes of the proposal or change?	
Is the proposal or change strategically important?	Strategic plans include major investment plans, new strategic frameworks or plans such as annual budgets, locality plans or corporate plans. Where a proposal is identified as strategic, evidence relating to socio-economic impacts and inequalities will be required in the relevant section Yes or no.

State who is or may be affected by this proposal or change, and how?	
How have stakeholders been involved in the development of this proposal or change?	
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.	
Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.	This section is required for all proposals relating to strategic decisions.
Could the proposal or change have a differential impact on any of the following equality areas?	Please provide any evidence – positive impacts / benefits, negative impacts and reasons:
1. Race: this includes ethnic or national groups, colour and nationality.	
2. Sex: a man or a woman.	
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	

4. Gender Reassignment: the process of transitioning from one gender to another.	
5. Pregnancy and maternity.	
6. Age: people of different ages.	
7. Religion or beliefs or none (atheists).	
8. Disability: people with disabilities (whether registered or not).	
9. Marriage and Civil Partnerships.	
10. Caring responsibilities	
11. Socio-economic disadvantage.	

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	
Does the analysis above identify any potential negative impacts?	Yes or No. If Yes please complete the Equality Impact Assessment Action Plan below
Do you have enough information to make a judgement? If no, what information do you require?	

4. Equality Impact Assessment Action Plan

Please complete the following action plan where you have identified any differential impacts or potential negative impacts in Section 3 of the Equality Impact Assessment.

Impact Identified	Action to be taken	Owner	How will it be monitored	Date Action to be completed

5. Sign and Date

Signature:	Add ink or electronic signature here
Name:	Type your name here
Date:	Enter date of signature here