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Equality Impact Assessment

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.	Setting the budget and Council Tax levels for 2019 to 2020.
Service / service area responsible.	Chief Executive.
Name of person carrying out the assessment and contact details.	Gareth Waterson, Head of Finance.
Date of assessment.	February 2019.
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New following the grant settlement from the Scottish Government and setting of the Council budget from 2019 to 2020.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	<p>To set the budget and Council Tax levels for financial year 2019 to 2020 and consider budget uprating assumptions, unavoidable service pressures and efficiency savings.</p> <p>In this assessment, we have tried to consider the emerging cumulative impacts of the budget proposals to ensure that the decisions making process is informed by an understanding of the likely impacts on people and communities. The information used in this assessment is drawn from the individual Equality Impact Assessments carried out for each proposal. There is a recognition that due to the scope of some of the</p>

	proposals, this assessment process will need to continue to form part of any development and implementation plans of the way in which we provide our services.
Is the function / policy / plan strategically important?	Yes.
State who is, or may be affected by this function / policy / plan, and how.	Users of Council services will be affected by changes in service provision or charges and employees will be affected if implementation of savings results in a reduction in staffing numbers or if posts are reconfigured.
How have stakeholders been involved in the development of this function / policy / plan?	<p>Employees and the public were originally informed of the need for budget reductions by means of public and staff consultation exercises, including engagement roadshows and blogs, during 2010 to 2011. More focused consultations took place throughout 2011 to 2012 and 2012 to 2013. Any specific service reductions to fill the funding gap would require appropriate specific consultation, and the results considered before final decisions are made.</p> <p>Further engagement activities included the use of a budget simulator in 2016 which enabled people across the county to have a go at balancing the council's books. The aim of the budget simulator was to give people the chance to consider what the Council's spending priorities should be and to see how their choices would affect the many services the Council provides. The feedback from the exercise was used to help inform preparation for the anticipated reduction in funding the council expected from the Government.</p> <p>A consultation exercise on proposed increased or new charges from the Development and Infrastructure Service was undertaken between 7 December 2018 and 18 January 2019. The consultation, which took the form of a survey on the Council website, was accompanied by an awareness raising exercise with press releases and radio interviews.</p> <p>It remains vital to ensure that our limited resources are prioritised in ways that are fair and that any inevitable negative impacts of some of the proposals are properly assessed and mitigated as far as possible. All proposed service pressure bids have been subject to debate, review and challenge by the Senior Management Team and further challenge by elected members at a</p>

	<p>series of budget seminars held as part of the 2019 to 2020 budget setting process.</p> <p>These processes have had due regard to how these proposals relate to the Council's priorities; meeting the Council's statutory requirements; the risk assessment of the service pressure bids and the basis of calculation. Equality impact assessments were included as part of the considerations.</p>
<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>Under the Equality Act 2010 the Council has a general equality duty to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between equality groups. Carrying out equality impact assessments allows the Council to demonstrate that it is meeting these duties.</p> <p>According to 'Making fair financial decisions: Guidance for decision makers' published by the Equality and Human Rights Commission in January 2015, the general equality duty does not prevent members from making difficult decisions, nor does it stop members from making decisions which may affect one group more than another. The duty enables the council to demonstrate that it is making financial decisions in a fair, transparent and accountable way, considering the needs and the rights of different members of the community. This is achieved through assessing the impact that changes could have on people with different protected characteristics. Financial proposals should always be subject to a thorough assessment which should be considered before a decision is made. If members are presented with a proposal that has not been assessed for its impact on equality, they should question whether this enables them to consider fully the proposed changes and their likely impacts.</p> <p>Individual equality impact assessments have been carried out where required and this overarching assessment highlights any cumulative impacts.</p> <p>Many residents in Orkney are geographically disadvantaged by their distance from a major centre of population, except for the more easily accessible parts of the region, as they do not have access to all the services that their counterparts in a town/city centre may have. Combinations of circumstances such as low income, disability, poor quality accommodation and no private transport can exacerbate access deprivation for vulnerable</p>

	<p>people, making it more difficult for them to access services. The individual Equality Impact Assessments now include review of socio-economic disadvantage and isle-proofing to cover these aspects.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>(Please complete this section for proposals relating to strategic decisions).</p> <p>Almost any change to a council service has some socio-economic impact. This is because the nature of our responsibilities and the extent to which the more deprived communities and more vulnerable people in Orkney rely on our services. Poor social and economic circumstances affect people's health and quality of life.</p> <p>Steps such as paying the Scottish Living Wage go some way to help tackle levels of child poverty by making more money available to help families bring up their children. Generally this benefits lower-paid workers and their families.</p> <p>The movement to more of our services to increased digital access and delivery continues, with the associated benefits of convenience and fast response for most people. However, evidence suggests that some members of groups such as older people, people with disabilities and people whose first language is not English, are less likely to be able to access digital services. Evidence also suggests that socio-economic status and household income are strong determinants of whether people have the knowledge, skills and confidence to access public services online. Availability of reliable internet connection is also an issue for many isles residents.</p> <p>Women have been identified as being disproportionately vulnerable to socio-economic impacts and elements of welfare reform are likely to have a disproportionate impact on women and lone parents.</p> <p>Reduced services for children, young people and older people can place additional burdens of care on women. Women are more likely than men to manage reduced family budgets, have primary caring responsibilities and act as the buffers, going without to protect their children from the worst effects of poverty and also continue to report higher levels of concern about their financial situation.</p>

	<p>A high percentage of women in Orkney work part time in the public, voluntary and community sectors. The continued reduction in the public and voluntary workforces impact disproportionately on this group.</p> <p>Inevitably, the overall effect of the combination of age, disability and deprivation means that changes to support services are likely to increasingly impact disproportionately on women and lone parent families.</p> <p>Children in out-of-work households are at greater risk of poverty although there are a significant number children nationally who are classed as living in poverty who live in households where someone is working (in-work poverty). Children of lone parents, children with disabilities and those in large families are at greater risk of living in poverty.</p> <p>By retaining core services focused on supporting the most vulnerable children, including those with specialist needs, and families, councils can continue to address the greatest levels of disadvantage and tackle inequality.</p>
<p>Could the function / policy have a differential impact on any of the following equality areas?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p> <p>Equality Impact Assessments have also been included for growth bids to enable members to fully consider emerging cumulative effects of the overall budget proposals.</p> <p>There is also a proposal that present charges should be reviewed and increased by a minimum of 3% from April 2019 if possible to do so. These charges relate to a very wide range of services although it should be noted that there are a number of exceptions where the minimum increase will not apply as follows:</p> <ul style="list-style-type: none"> • Building Warrant and Planning fees – nationally set. • Harbour charges. • Ferry fares. • Car park charges. • Residential care and Home care – these are based on the cost of providing the service. • Very Sheltered Housing – based on the cost of the service. • Supported accommodation.

	<ul style="list-style-type: none"> • Homelessness Rents. • Alcohol licences – nationally set. • Civic licensing. • Gambling licences – nationally set. • Market operator licences – increase to benchmark. • Ship sanitation certification – nationally set. • Water testing and monitoring – nationally set. • Marriage / civil partnership – nationally set. • Roads Inspection Fees – nationally set. • Trade waste charges. <p>Proposed increased or new charges from the Development and Infrastructure Service have been consulted on separately.</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>The majority of the population of Orkney is White Scottish (79.4%) or White Other (19.9%) which includes Other British, Irish, Polish and White Other. The remaining 0.7% of the population is non-white; 0.4% Asian, Asian Scottish or Asian British and 0.3% Other ethnic groups. Whilst these figures are low in comparison to the Scotland average, we see that the ethnic make-up of Orkney has become more diverse over the past 10 years and is likely to continue to increase in diversity.</p> <p>See also section 3 below.</p>
<p>2. Sex: a man or a woman.</p>	<p>There is a fairly even gender split for the population of Orkney comprising 49.9% Male and 50.1% female (2011 Census).</p> <p>Research shows that men are more likely to work full time than women, while women are more likely to hold part time positions than men.</p> <p>Whilst employment rates in Orkney are significantly higher than the regional and national average and the balance between full and part time working in Orkney (70% and 30% respectively) is broadly in line with the regional average, there is a higher tendency for part time working in the local authority area than nationally.</p> <p>See also section 3 below.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is</p>	<p>The size of the current LGBT community in Orkney is not known currently. The official UK Government estimate is that 6% of the population identify as gay, lesbian or bisexual. Research</p>

towards their own sex, the opposite sex or to both sexes.	shows that one in six LGBT people have been discriminated against when using a public service in the last three years (Stonewall Scotland). See also section 3 below.
4. Gender Reassignment: the process of transitioning from one gender to another.	There is no reliable information on the numbers of people in Scotland who have transitioned from one sex to another. See also section 3 below.
5. Pregnancy and maternity.	See section 3 below.
6. Age: people of different ages.	Orkney's demographic is changing and in line with the rest of Scotland the shift is towards an older average age with significance increases in the over 65's bracket. As people get older, they are more likely to become disabled or to need higher levels of support therefore, proposals impacting older people are also likely to have impacts for those with disabilities and those with caring responsibilities. Similarly, proposals impacting children and young people may also have impacts for those with caring responsibilities. Some proposals and agreed savings are potentially more likely to affect specific age groups (e.g. Older people and Children and Young people) as they are heavier users of services, rather than because the council's savings have disproportionately targeted these groups. See section 3 below.
7. Religion or beliefs or none (atheists).	See section 3 below.
8. Caring responsibilities.	In Orkney, 9.2% of individuals aged 16 and over identified themselves as an unpaid carer in the 2011 Census. The majority (62%) of carers provided between 1-9 hours of care per week, while 24% provided 50+ hours of care per week. There were more female carers (around 60%) than male in Orkney, the largest numbers were aged 50-64 years old. See also section 3 below.
9. Care experienced.	Young people can be treated differently because of their care identity - that they have experience of care. In an effort to address the disadvantages faced by people with care experience, OIC is now assessing the impact of any proposals for those with care experience as part of the equality impact assessment process. These steps aim to provide care experienced young people with protection

	<p>from discrimination and harassment because of their care identity.</p> <p>See section 3 below.</p>
10. Marriage and Civil Partnerships.	<p>See section 3 below.</p>
11. Disability: people with disabilities (whether registered or not).	<p>(Includes physical impairment, sensory impairment, cognitive impairment, mental health)</p> <p>Disabled people are more likely to experience poorer outcomes in terms of employment, income and education. They are more likely to face discrimination and negative attitudes and often experience greater difficulties in accessing housing and transport. The 2011 Census figures show that 6.5% of the population in Orkney reported a disability; around half (51%) were sensory impairments, 32.8% related to a physical disability, 2.2% to a learning disability and 3% as having a mental health condition.</p> <p>See section 3 below.</p>
12. Socio-economic disadvantage.	<p>Tackling deprivation and reducing inequalities remains a priority and as such it is recognised that fuel poverty is a significant issue across Orkney. In addition, evidence suggests that child poverty in Orkney is variable and the Isles locality has the greatest level of housing deprivation. Whilst Orkney does not have data zones within the greatest areas of deprivation across Scotland within the SIMD analysis, it is acknowledged that in remote and rural settings SIMD may be a less useful marker of deprivation.</p> <p>See section 3 below.</p>
13. Isles-proofing.	<p>Many residents in Orkney are geographically disadvantaged by their distance from a major centre of population, except for the more easily accessible parts of the region, as they do not have access to all the services that their counterparts in a town/city centre may have. Combinations of circumstances such as low income, disability, poor quality accommodation and no private transport can exacerbate access deprivation for vulnerable people, making it more difficult for them to access services.</p> <p>See section 3 below.</p>

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?

This document covers the totality of the overall proposals in general terms, including the full list of efficiency reductions and factoring in the proposed service pressure bids. This assessment has identified some cumulative differential impacts in relation to Age, Disability, those with Caring responsibilities, care experienced, those facing socio-economic disadvantage and those based on the isles. At this stage, there appears a balance of negative and positive impact and therefore no significant cumulative impact has been identified. It is worth noting that some proposals will require further consultation prior to any implementation and it is recognised that this process will provide more detailed information relating to impacts and mitigating actions.

Discrete equality impact assessments for individual proposals have been carried out where required for items which are at low, medium and high risk levels which have afforded an opportunity to consider differential impacts in more detail.

Impacts identified for budget reduction proposals are listed below. Proposals have also been highlighted where there will be a change noticeable to service users / employees but it is either not significant or not known at this stage if it will be negative or positive. Further information in each impact is available from the individual equality impact assessment.

EHD104 – Change noticeable to service users. People facing socio-economic disadvantage.

OEDI04 – Differential impact to service users from isles and negative impact for people facing socio-economic disadvantage.

RDDI22 – Potential impact for people with disabilities and those from socio-economically disadvantaged groups.

EDELH04 – Differential impact identified for younger people, disability, socio-economic disadvantage and isles residents.

RDDI03 – Potential positive impact for socio-economic disadvantage and differential impact for isles communities.

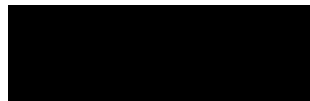
	<p>TRDI05 – Positive impacts Age (older people), people with caring responsibilities, disability, socio-economic disadvantage and isles residents.</p> <p>SCOHC01 – Positive impact Age (younger people), care experienced and socio-economic disadvantage.</p> <p>EDELH05 – Positive impact Age (younger people), isles communities and socio-economic disadvantage.</p> <p>EDELH07 – Positive impact Age (younger people), care experienced, and isles communities.</p> <p>OEDI35 – Negative impact Age (older people), disabilities and isles communities.</p> <p>OEDI36 – Differential impact for Age (older people).</p> <p>RDDI34 – Differential impact Disabilities and negative impact for socio-economic disadvantage.</p> <p>RDDI38 – Differential impact Disabilities, negative impact for socio-economic disadvantage.</p> <p>EDELH02 – Differential impact for Age (younger people), carers and isles communities.</p> <p>LSELH22&31-35 – Potential differential impact Age (older people) and negative impact disability, isles communities and socio-economic disadvantage.</p> <p>EDELGH02 – Differential impact Age (younger people), carers, care experienced and disability.</p> <p>RDDI12 – Differential impact disability and socio-economic disadvantage.</p> <p>The proposed budget reductions will inevitably have an impact on staffing in some cases. Some directorates and associated roles have a high percentage of female staff and therefore reviews are likely to have a disproportionate impact on women. However, the overall gender balance of the workforce is weighted towards female and therefore there is unlikely to have a negative impact on the workforce profile. As part of our commitment to tackling inequalities and providing services that are fit for purpose, we continue to analyse the composition of our workforce by protected characteristic. Work is also identified as part of the Equality Outcomes to support gender balance within the workforce.</p> <p>The reality is that in times of financial constraints public authorities have to make difficult decisions</p>
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	<p>regarding service provision and the Council has a legal duty to continue to provide its core statutory services.</p>
<p>How could you minimise or remove any potential negative impacts?</p>	<p>Individual equality impact assessments have been carried out for savings options and service pressure bids where:</p> <ul style="list-style-type: none"> • The proposal would result in a change to service. • The proposal could result in a change noticeable to service users. • The proposal could affect employees. <p>Some proposals and agreed savings are potentially more likely to affect specific protected groups as they are heavier users of services, rather than because the council's savings have disproportionately targeted these groups. Indeed, this is the case in most of the equality analysis undertaken as part of this report.</p> <p>As stated above, negative impacts have been identified for budget reduction proposals for Age (older people, young people and children), People with Caring Responsibilities, Disability, Care Experienced, Socio-economic disadvantage and isles residents. However, positive impacts were also identified for these groups.</p> <p>Where negative impacts have been identified the individual assessments will detail any mitigation that can be taken and members will consider these when making a decision.</p> <p>Potential negative impacts will have to be considered by elected members as well as taking cognisance of any cumulative effects on any of the protected characteristics resulting from a range of proposals.</p> <p>It is also important to consider wider socio-economic issues affecting Orkney when making informed decisions.</p>
<p>Do you have enough information to make a judgement? If no, what information do you require?</p>	<p>Yes.</p>

4. Conclusions and Planned Action

Is further work required?	No although this is dependent on elected members decisions relating to all budget proposals.
What action is to be taken?	N/A
Who will undertake it?	N/A
When will it be done?	N/A
How will it be monitored? (e.g. through service plans).	N/A

Signature:



Date: 6 February 2019

Name: Gareth Waterson

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk



Equality Impact Assessment

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.	EHDI40 - Stray Dog Uplift Charge
Service / service area responsible.	Development & Infrastructure
Name of person carrying out the assessment and contact details.	Roddy Mackay, Head of Planning, Development & Regulatory Services
Date of assessment.	5 November 2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New charge

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To generate income towards officer time and associated costs in dealing with stray dogs/to contribute to Council's savings target for 2019/20.
Is the function / policy / plan strategically important?	No
State who is, or may be affected by this function / policy / plan, and how.	Orkney's dog owners should their dogs be reported as stray.
How have stakeholders been involved in the development of this function / policy / plan?	The Planning and Regulatory Service Member Officer Working Group was consulted on the proposal in 2017.

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	No
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p>	No
<p>Could the function / policy have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p> <p>Any likely impact on those facing socio-economic disadvantage following the implementation of charges can be mitigated by the offer of payment by instalments.</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	No
<p>2. Sex: a man or a woman.</p>	No
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	No
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	No
<p>5. Pregnancy and maternity.</p>	No
<p>6. Age: people of different ages.</p>	No
<p>7. Religion or beliefs or none (atheists).</p>	No
<p>8. Caring responsibilities.</p>	No

9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	No
13. Isles-proofing	No

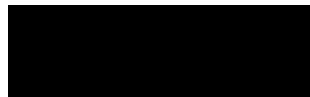
3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	Potential differential impact to those who face socio-economic disadvantage.
How could you minimise or remove any potential negative impacts?	Provision of payment by instalments.
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	Payment collection to include instalment option.
Who will undertake it?	
When will it be done?	
How will it be monitored? (e.g. through service plans).	Annual monitoring of methods of payment.

Signature:



Date: 5 November 2018

Name: RODDY MACKAY



Equality Impact Assessment

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.	OEDI35 - Special (bulky) Household Waste Collection and Disposal Service - Existing Charge Increases.
Service / service area responsible.	Development and Infrastructure.
Name of person carrying out the assessment and contact details.	Darren Richardson
Date of assessment.	5 November 2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing – price increases.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To recover costs for the provision of a non-statutory service, namely the provision of Special Waste Collections across Orkney.
Is the function / policy / plan strategically important?	Yes – This is in terms of although this is a discretionary service Local Authorities throughout Scotland provide it as in many cases there is no other commercial alternative, at an affordable cost, but also as a disincentive to possible fly-tipping risks or impact on the vulnerable (typically elderly) in terms of getting rid of unwanted large items.

State who is or may be affected by this function / policy / plan, and how.	All domestic households within Orkney
How have stakeholders been involved in the development of this function / policy / plan?	There has been a range of publicity during 2018 on waste service issues, and with the service operating in deficit, proposals are to offset costs through both efficiency measures and / or revision of charges to ensure full cost recovery.
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).	The Orkney Partnership's Equality and Diversity Strategy, published in 2012, states 'Peripherality – being on the edge – is an equality issue in Orkney because access to goods and services can depend very much on where you live'. This proposal seeks to increase charges across Orkney irrespective of location, ensuring equality regardless of geographical location. A reduction in levels of services to remoter areas within Orkney, in particular the outer islands, is anticipated to have minimal impact given these areas receive an unrestrictive kerbside collection as opposed to their mainland counterparts.
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 <u>The Fairer Scotland Duty Interim Guidance for Public Bodies</u> for further information.	Not directly, it is more anecdotal in terms of what would be the alternative through a commercial business that is not subsidised and therefore would charge considerably more than the council. The proposals seek to be consistent with other Local Authority charge levels seeking to be self-financing, but not profit making.
Could the function / policy have a differential impact on any of the following equality strands?	
1. Race: this includes ethnic or national groups, colour and nationality.	Increasing charges for special collections may mean residents from poorer communities cannot afford a bin. This may disproportionately affect disabled, BME and new migrant communities.
2. Sex: a man or a woman.	No likely impact identified.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No likely impact identified.

4. Gender Reassignment: the process of transitioning from one gender to another.	No likely impact identified.
5. Pregnancy and maternity.	No
6. Age: people of different ages.	Older people who may have restricted mobility may not be able to access alternate recycling points as easily.
7. Religion or beliefs or none (atheists).	No likely impact identified.
8. Caring responsibilities.	No likely impact identified.
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No likely impact identified.
11. Disability: people with disabilities (whether registered or not).	Residents with disabilities who may have restricted mobility may not be able to access alternate recycling points as easily.
12. Socio-economic disadvantage.	No
13. Isles-proofing	No A reduction in levels of services to remoter areas within Orkney, in particular the outer islands, is anticipated to have minimal impact given these areas receive an unrestrictive kerbside collection as opposed to their mainland counterparts.

3. Impact Assessment

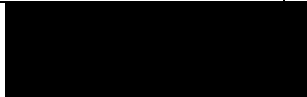
Does the analysis above identify any differential impacts which need to be addressed?	Yes
How could you minimise or remove any potential negative impacts?	Alternate disposal routes, recycling centres, will consider and address accessibility issues wherever possible. Community members are encouraged to assist those individuals who may have difficulty in utilising the recycling points. If residents claim they are unable to afford a bin their details will be checked within our systems to verify their financial situation. If resident can confirm and meets the defined criteria (i.e. are on passported benefits), they could receive a reconditioned bin free of charge. Older people

	living alone who are struggling to make ends meet could also be considered for a free reconditioned bin.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	If the introduction of a charge is agreed, then further evaluation of impact will be required to arrive at some agreed eligibility criteria that are in keeping with the Council's equalities policies and procedures and the equality impact assessment will be updated accordingly.
Who will undertake it?	Jonathan Walters and Jayne Venables
When will it be done?	Subject to agreement of the introduction of increased charging.
How will it be monitored? (e.g. through service plans).	Through the implementation of a new special household/bulky waste collection service policy and associated monitoring to be implemented during 2018/19.

Signature:



Date: 5th November 2018

Name: DARREN RICHARDSON

(BLOCK CAPITALS).



Equality Impact Assessment

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.	OEDI36 - Fees and Charges Members Officers Working Group – exploration of increase in fees and charges for wheeled bins delivered to domestic households.
Service / service area responsible.	Development and Infrastructure.
Name of person carrying out the assessment and contact details.	Darren Richardson
Date of assessment.	5 November 2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing – service to remain the same, only to introduce a charge.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To recover costs for the provision of grey refuse bins to domestic households, to include replacement bins if split/damaged, new builds, lost and/or stolen.
Is the function / policy / plan strategically important?	Yes – the council has a duty to collect under the EPA act 1990, but also within that to do so providing vessels that are cost effective in their use. Ensuring that there is no misuse or abuse is important in delivering an affordable service.

	Charges such as these cover these costs and act as an incentive in some cases to be more careful.
State who is or may be affected by this function / policy / plan, and how.	Domestic households in Orkney who are in receipt of a kerbside Alternate Weekly Collection through a wheeled bin service and those households on the Outer Isles who were/are in receipt of a wheeled bin for storage purposes.
How have stakeholders been involved in the development of this function / policy / plan?	As part of the introduction of Alternate Weekly Collection, widespread consultation was undertaken.
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).	The Orkney Partnership's Equality and Diversity Strategy, published in 2012, states 'Peripherality – being on the edge – is an equality issue in Orkney because access to goods and services can depend very much on where you live'. This proposal seeks to introduce a charge across Orkney irrespective of location, ensuring equality regardless of geographical location. A reduction in levels of services to remoter areas within Orkney, in particular the outer islands, is anticipated to have minimal impact given these areas can present waste for collection in bags and receive an unrestrictive kerbside collection as opposed to their mainland counterparts.
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 Interim Guidance for Public Bodies for further information.	No the strategy is common to all residents and if care is taken on the use of all containers there is no added burden to residents or any group.
Could the function / policy have a differential impact on any of the following equality strands?	
1. Race: this includes ethnic or national groups, colour and nationality.	Introducing a charge for new or replacement bins may mean residents from poorer communities cannot afford a bin. This may disproportionately affect disabled, BME and new migrant communities.
2. Sex: a man or a woman.	No likely impact identified.

3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No likely impact identified.
4. Gender Reassignment: the process of transitioning from one gender to another.	No likely impact identified.
5. Pregnancy and maternity.	Introducing a charge for new or replacement bins will add pressure to family budgets where new bins are required.
6. Age: people of different ages.	Older people may be disproportionately affected as they may not be able to afford the cost of a replacement/new bin.
7. Religion or beliefs or none (atheists).	No likely impact identified.
8. Caring responsibilities.	No likely impact identified.
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No likely impact identified.
11. Disability: people with disabilities (whether registered or not).	No likely impact identified.
12. Socio-economic disadvantage.	No
13. Isles-proofing.	No A reduction in levels of services to remoter areas within Orkney, in particular the outer islands, is anticipated to have minimal impact given these areas can present waste for collection in bags and receive an unrestrictive kerbside collection as opposed to their mainland counterparts.

3. Impact Assessment

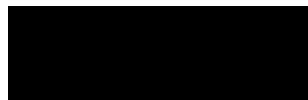
Does the analysis above identify any differential impacts which need to be addressed?	Yes
How could you minimise or remove any potential negative impacts?	If a resident claims they are unable to afford a bin their details will be checked within our systems to verify their financial situation. If resident meets the defined criteria (i.e. are on passported benefits), they could receive a reconditioned bin free of

	charge. Older people living alone who are struggling to make ends meet could also be considered for a free reconditioned bin.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	If the introduction of a charge is agreed, then further evaluation of impact will be required to arrive at some agreed eligibility criteria that are in keeping with the Council's equalities policies and procedures and the equality impact assessment will be updated accordingly.
Who will undertake it?	Jayne Venables
When will it be done?	Subject to agreement of the introduction of a charge.
How will it be monitored? (e.g. through service plans).	Through the household refuse and recycling collection policy and associated plans and databases housing collated information on applications.

Signature:



Date: 5th November 2018

Name: DARREN RICHARDSON

(BLOCK CAPITALS).

Equality Impact Assessment

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1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	PLDI41 - Non-material Variations (Planning) fee
Service / service area responsible.	Development & Infrastructure
Name of person carrying out the assessment and contact details.	Roddy Mackay, Head of Planning, Development & Regulatory Services
Date of assessment.	5 November 2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New fee to be charged to cover the costs of assessing and determining applications for non-material variations (Planning)

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	Fee to cover the costs of assessing and determining applications for non-material variations (Planning) to contribute to Council's saving target for 2019/20/
Is the function / policy / plan strategically important?	No.
State who is, or may be affected by this function / policy / plan, and how.	Any developer applying to the Council to make minor amendments to their planning permission
How have stakeholders been involved in the development of this function / policy / plan?	No discussions with stakeholder locally. It is noted that this is a fee charged by many local authorities.

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	No
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	No
<p>Could the function / policy have a differential impact on any of the following equality strands?</p>	(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.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No

9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	No
13. Isles-proofing.	No

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	By not introducing fee.
Do you have enough information to make a judgement? If no, what information do you require?	Yes

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	
Who will undertake it?	
When will it be done?	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 5 November 2018

Name: Roddy Mackay

(BLOCK CAPITALS).



Equality Impact Assessment

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1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	RDDI34 - Fees & Charges MOWG – Increase in Car Park Excess Charges
Service / service area responsible.	Development and Infrastructure.
Name of person carrying out the assessment and contact details.	Darren Richardson
Date of assessment.	05 July 2018
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	Existing service to remain the same, the proposal is to increase the excess charge notice from £30 to £60, with an early payment reduction of 50% if paid within 14 days. However, a charge of £15 will be applied where payment is not received within 42 days of issue.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To increase the current excess charge notice for failure to comply with any provision of the car park order
Is the function / policy / plan strategically important?	Yes, the Councils Car Parks are self funding
State who is, or may be affected by this function / policy / plan, and how.	All users of the Council car parks

How have stakeholders been involved in the development of this function / policy / plan?	Further report will be required to go to Development and Infrastructure
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).	No
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 Interim Guidance for Public Bodies for further information.	No
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, car parks are used by all drivers of permitted vehicles.
2. Sex: a man or a woman.	No, as per 1 above
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No, as per 1 above
4. Gender Reassignment: the process of transitioning from one gender to another.	No, as per 1 above
5. Pregnancy and maternity.	No, as per 1 above
6. Age: people of different ages.	No, as per 1 above

7. Religion or beliefs or none (atheists).	No, as per 1 above
8. Caring responsibilities.	No, as per 1 above
9. Care experienced.	No, as per 1 above
10. Marriage and Civil Partnerships.	No, as per 1 above
11. Disability: people with disabilities (whether registered or not).	Vehicles displaying a valid blue badge are permitted to use the car parks free of charge. They may be issued with an excess charge notice for the contravention of other articles of the Order.
12. Socio-economic disadvantage.	No, as per 1 above
13. Isles-proofing.	No, as per 1 above
3. Impact Assessment	
Does the analysis above identify any differential impacts which need to be addressed?	Potential differential impact to those who face socio-economic disadvantage.
How could you minimise or remove any potential negative impacts?	The proposal allows for a reduce fee if the fine is paid within 14 days of issue
Do you have enough information to make a judgement? If no, what information do you require?	Yes
4. Conclusions and Planned Action	
Is further work required?	Yes
What action is to be taken?	With the approval of the Development and Infrastructure Committee formal statutory process will be carried out.
Who will undertake it?	Executive Director of Development and Infrastructure
When will it be done?	Following approval by Development and Infrastructure Committee
How will it be monitored? (e.g. through service plans).	Annual monitoring payments.

Signature:



Date: 05 JULY 2018

Name: DARREN RICHARDSON

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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1. Identification of Function, Policy or Plan	
Name of proposal to be assessed.	RDDI38 - Overnight stay on Council property charges
Service / service area responsible.	Development and Infrastructure
Name of person carrying out the assessment and contact details.	Gavin Barr
Date of assessment.	5 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	Savings option via new charges providing potential of new income.

2. Initial Screening	
What are the intended outcomes of the proposal?	Introduce new charges for vehicles wishing to stay overnight on council property, including long stay car parks.
Is the function / policy / plan strategically important?	Yes – the management of our parking facilities and their correct use is enshrined in the traffic regulation order process. The growth of tourism is impacting on the availability of spaces where occupied by vehicles in an unrestricted way.
State who is, or may be affected by this proposal and how.	Most likely visitors to Orkney with camper vans (motorhomes) or caravans (with vehicle), however

	some local people may also be impacted if they wish to camp overnight on Council land.
How have stakeholders been involved in the development of this proposal?	None
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).	Not that I am aware of
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 <u>The Fairer Scotland Duty Interim Guidance for Public Bodies</u> for further information.	No
Could the proposal 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.	No

7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	No
13. Isles-proofing.	No

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	In seeking to create charges it would be difficult to enforce, particularly visitors arriving out of hours (i.e. before 8am and after 6pm) therefore development of a permit type approach might make administration and enforcement more straight forward. (members request from fees and charges MOWG).
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	Medium
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken?	
Who will undertake it?	
When will it be done?	
How will it be monitored? (e.g. through service plans).	

Signature:

Date: 5th November 2018



Name: GAVIN BARR

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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1. Identification of Function, Policy or Plan	
Name of proposal to be assessed.	OEDI04 – Burial Grounds Revised Charges and Future Review of Maintenance and Empowering Communities
Service / service area responsible.	Environmental Services
Name of person carrying out the assessment and contact details.	D.A.Richardson 2310
Date of assessment.	5 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	<p>This is a reduction in the baseline budget for Burial Grounds Maintenance based on an initial review and uplift of charges for the sale of lairs (10% income). The policies for delivery are set through the Annual “Code of Practice for Burial Grounds” (including the pricing policy) and latterly in terms of Extensions, Major and General improvement, the “5-Year Burial Grounds Improvement Plan”.</p> <p>Prior to this all repairs and maintenance have been purely reactive given a historically low repairs budget.</p>

2. Initial Screening	
What are the intended outcomes of the proposal?	To achieve the reduction potentially combines a review of rates and prices with a review of maintenance activities. The current improvement plan (5-year plan) is not complete until 2020. This changes the size of the asset base and therefore the demands for future years

	<p>maintenance (out with the current budget), therefore the most likely route to delivering the savings would be an alignment of rates and prices a higher level. A further measure will be to engage with communities to seek to transfer elements of this work to a community led requirement. As time passes, and if it is not possible to step up the community ownership role then it may be necessary to start to consider and plan for consolidation of the managed burial grounds estate, for example focusing on a single ground per island/parish. This is not presently proposed, but would be an increasing likelihood.</p>
<p>Is the function / policy / plan strategically important?</p>	<p>Yes – the council benchmarks its rates, fees and prices annually and any changes come forward as proposals in the annual fees and charges Committee report/ to address the proposed efficiency saving new fees and charges would need to be set as part of this process.</p>
<p>State who is, or may be affected by this proposal and how.</p>	<p>In general terms all users requiring a burial service would be affected. The alternative to Cremate outwith Orkney would not be affected, equally those with permission for an alternative burial not within OIC facilities.</p>
<p>How have stakeholders been involved in the development of this proposal?</p>	<p>There has been no direct stakeholder or customer consultation on this proposal.</p>
<p>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 engagement and consultation resources on OIC information portal).</p>	<p>None in equalities terms, there is national price benchmarking and customer satisfaction surveys. It is noted however that any potential price increase for now change in service levels is not likely to be positively received.</p>
<p>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 Interim</p>	<p>There is no evidence as the outcome from increasing fees and charges in this area is unknown. However, Orkney charges will still be less than some parts of Scotland. Clearly any change in burial charges will cost individuals additional money, typically this comes out of the overall funeral costs families address, sometimes insured sometimes not. So there is a potential</p>

<u>Guidance for Public Bodies</u> for further information.	additional one-off burden but at fees and charges comparable with other Scottish Authorities.
Could the proposal have a differential impact on any of the following equality strands?	No
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.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	Yes – potentially where families have little or no death insurance there would be a small but noticeable additional cost to address.
13. Isles-proofing.	No

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	If rates and prices need to change to meet the savings target providing customers with information on the alternatives may help, noting the strong local family

	connections within our facilities may see this being minimal. Communicating the detail of why this is our only potential route will explain but may not appease users.
Do you have enough information to make a judgement? If no, what information do you require?	no
*Risk is rated as	High
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	Yes
What action is to be taken in order to mitigate the impact identified?	Benchmarking and best practice assessment of the proposed change impacts, discussions with other L.A.'s with this already in place. (LGBF route perhaps)
Who will undertake it?	Env. Services staff supported by change team
When will it be done? (please provide specific dates).	Through 2017/18 as this change is not proposed to be implemented until later in the MTRS.
How will it be monitored? (e.g. through service plans).	Both as part of the change management project work and through the performance data in the service plan and external submissions.

Signature:



Date: 5th November 2018

Name: D. A. RICHARDSON

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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1. Identification of Function, Policy or Plan	
Name of proposal to be assessed.	RDDI22 – Increase Enforcement and Charges
Service / service area responsible.	Infrastructure and Strategic Projects
Name of person carrying out the assessment and contact details.	D.A.Richardson 2310
Date of assessment.	5 th November 2018
What kind of spending decision is this? For example savings option or service pressures option.	Car parking charging policy is an existing plan, it is reviewed as part of annual fees and charges discussions. This proposal would seek consideration for increasing charges and/or applying new charges on currently free car parks.

2. Initial Screening	
What are the intended outcomes of the proposal?	To increase income, noting after recovering costs of additional/amended signage and installation of pay and display meters.
Is the function / policy / plan strategically important?	Yes – linked to the need to increase income for a budget line which is not covered by cost.
State who is, or may be affected by this proposal and how.	All users needing to park, who may previously have used an OIC car park at previous rates or at no charge at all.

How have stakeholders been involved in the development of this proposal?	Revised charges will be the subject of consultation.
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 engagement and consultation resources on OIC information portal).	The annual data on the 2016/17 increased parking charges is due for consideration as either a members briefing note of report to D&I committee November 2017. This will set out possible change in habits in terms of use and income levels. This will indicate if the increases have been detrimental to income of anticipated increased income targets have been achieved.
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 Interim Guidance for Public Bodies for further information.	No evidence.
Could the proposal have a differential impact on any of the following equality strands?	In general terms no but noting depending on the decision taken by members if charges were applied to a currently free car park then that might increase the risk of displacement to areas outside the car park (i.e. on street) or may have some affordability issues for some users currently paying no charges.
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.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	Yes - Noting if charges are introduced or increased on any currently free car park this would require signing, linage and specific designation of disabled bays, this would not necessarily be at the same levels of current use (e.g. typically 4% of total bays available).
12. Socio-economic disadvantage.	No – noting points above
13. Isles-proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
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?	Yes
*Risk is rated as	medium
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce</p>	

this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	Yes
What action is to be taken in order to mitigate the impact identified?	There has been detailed recent benchmarking and discussion at service MOWGs as well as the fees and charges MOWG. The options to introduce or increase charges have been assessed and calculated. This could be refreshed in discussion with other L.A.'s who may have introduced new charges and/or introduced EV charging (currently only Moray).
Who will undertake it?	Service staff supported by change team
When will it be done? (please provide specific dates).	Through 2017/18 as this change is not proposed to be implemented until later in the MTRS.
How will it be monitored? (e.g. through service plans).	Both as part of the change management project work and through the performance data in the service plan and external data submissions.

Signature:



Date: 5th November 2018

Name: D. A. RICHARDSON

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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1. Identification of Function, Policy or Plan	
Name of proposal to be assessed.	LSELH23 - Caravan Sites
Service / service area responsible.	Education, Leisure and Housing Leisure and Culture
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	05/11/2018
What kind of spending decision is this? For example savings option or service pressures option.	Savings option

2. Initial Screening	
What are the intended outcomes of the proposal?	Revised landscape of provision, including if appropriate community ownership
Is the function / policy / plan strategically important?	
State who is, or may be affected by this proposal and how.	Staff and service users will be affected
How have stakeholders been involved in the development of this proposal?	No work has been undertaken – if the proposal is to be progressed, engagement with staff, service users and the wider community would be required

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>The saving would lead to a reduced service and provision in communities across Orkney. This could impact negatively on quality of life in some of the remote and rural settings currently benefitting.</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>None anticipated</p>
<p>2. Sex: a man or a woman.</p>	<p>None anticipated</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>None anticipated</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>None anticipated</p>
<p>5. Pregnancy and maternity.</p>	<p>None anticipated</p>
<p>6. Age: people of different ages.</p>	<p>None anticipated</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>None anticipated</p>
<p>8. Caring responsibilities.</p>	<p>None anticipated</p>

9. Care experienced.	None anticipated
10. Marriage and Civil Partnerships.	None anticipated
11. Disability: people with disabilities (whether registered or not).	None anticipated
12. Socio-economic disadvantage.	None anticipated
13. Isles-proofing	None anticipated

3. Impact Assessment

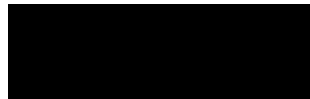
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
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What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 05.11.18

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	LSELH36 - Dounby Centre
Service / service area responsible.	Education, Leisure and Housing Leisure and Culture
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	05/11/2018
What kind of spending decision is this? For example savings option or service pressures option.	Savings option (increased income)

2. Initial Screening	
What are the intended outcomes of the proposal?	Service redesign – develop and market the services available through the Dounby Centre
Is the function / policy / plan strategically important?	
State who is, or may be affected by this proposal and how.	Staff and service users will be affected
How have stakeholders been involved in the development of this proposal?	No work has been undertaken – if the proposal is to be progressed, engagement with staff and service users advised

<p>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 engagement and consultation resources on OIC information portal).</p>	<p>Dounby incorporates a Healthy Living Centre equipped with a range of cardiovascular and resistance exercise machines, aimed at providing accessible, affordable gym facilities for people living outside of Orkney's main towns.</p> <p>The centre also offers a wide range of flexible community space as well as sports hall.</p> <p>It is well used by the community for a variety of regular and annual activity.</p>
<p>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 Interim Guidance for Public Bodies for further information.</p>	
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>None anticipated</p>
<p>2. Sex: a man or a woman.</p>	<p>None anticipated</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>None anticipated</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>None anticipated</p>
<p>5. Pregnancy and maternity.</p>	<p>None anticipated</p>
<p>6. Age: people of different ages.</p>	<p>None anticipated</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>None anticipated</p>
<p>8. Caring responsibilities.</p>	<p>None anticipated</p>

9. Care experienced.	None anticipated
10. Marriage and Civil Partnerships.	None anticipated
11. Disability: people with disabilities (whether registered or not).	None anticipated
12. Socio-economic disadvantage.	None anticipated
13. Isles-proofing	None anticipated

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
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What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 05.11.18

Name: PETER DIMAOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH02 - Charging for Papdale Halls of Residence
Service / service area responsible.	Housing Services
Name of person carrying out the assessment and contact details.	Frances Troup, Head of Housing, Homelessness and Schoolcare Accommodation Services Ext 2177 E-mail frances.troup@orkney.gov.uk
Date of assessment.	6 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	Existing

2. Initial Screening	
What are the intended outcomes of the proposal?	To consider levying a charge for young people being resident in Papdale Halls of Residence.
Is the function / policy / plan strategically important?	Yes
State who is, or may be affected by this proposal and how.	The parents / guardians of young people who are resident in Papdale Halls of Residence.
How have stakeholders been involved in the development of this proposal?	There has been no involvement of service users.

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	<p>No</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>N/A</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No not specifically. Clients may come from any group within society.</p>
<p>2. Sex: a man or a woman.</p>	<p>No not specifically. Clients may come from any group within society.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No not specifically. Clients may come from any group within society.</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No not specifically. Clients may come from any group within society.</p>
<p>5. Pregnancy and maternity.</p>	<p>No not specifically. Clients may come from any group within society.</p>
<p>6. Age: people of different ages.</p>	<p>Papdale Halls of Residence provides Schoolcare accommodation services to young people between the ages of 11 and 18 so by default the impact would be on the parents or carers of this bracket of society.</p>

7. Religion or beliefs or none (atheists).	No not specifically. Clients may come from any group within society.
8. Caring responsibilities.	Papdale Halls of Residence provides Schoolcare accommodation services to young people between the ages of 11 and 18 so by default the impact would be on the parents or carers of this bracket of society.
9. Care experienced.	No not specifically. Clients may come from any group within society.
10. Marriage and Civil Partnerships.	No not specifically. Clients may come from any group within society.
11. Disability: people with disabilities (whether registered or not).	Adjustments would be put in place for this group.
12. Socio-economic disadvantage.	Not at present whilst no charge.
13. Isles-proofing	Yes - Papdale Halls of Residence provides Schoolcare accommodation services to young people between the ages of 11 and 18 who live on the isles, so by default the impact would be on the parents or carers of this bracket of society.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	Yes, there is a differential impact given that Papdale Halls of Residence is aimed at young people generally, any charge would impact on the parents / guardians of that group accordingly.
How could you minimise or remove any potential negative impacts?	The benefits system determines whether households on low income would receive any additional help. The alignment with child benefit would in effect limit the charge to the same amount as was received by each household (in the majority of cases).
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	low / medium / high.
*Definition of risk ratings: Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is	

where savings proposals are focused on systems and process rather than people related services.

Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.

High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	Yes/No.
What action is to be taken in order to mitigate the impact identified?	N/A
Who will undertake it?	N/A
When will it be done? (please provide specific dates).	N/A
How will it be monitored? (e.g. through service plans).	Annual survey to parents. Children have personal plans which are reviewed 6 monthly.

Signature:



Date: 06/11/2018

Name: FRANCES TROUP

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	LSELH31 – Stromness Pool reduce opening hours
Service / service area responsible.	Education, Leisure and Housing Leisure and Culture
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	05/11/2018
What kind of spending decision is this? For example savings option or service pressures option.	Savings option

2. Initial Screening	
What are the intended outcomes of the proposal?	Service redesign – reduction in opening hours of Stromness Pool
Is the function / policy / plan strategically important?	
State who is, or may be affected by this proposal and how.	Staff and service users will be affected
How have stakeholders been involved in the development of this proposal?	No work has been undertaken – if the proposal is to be progressed, engagement with staff and service users would be essential

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>The saving would lead to a reduced service and provision in a rural community.</p> <p>This will impact negatively on quality of life in the remote and rural settings currently benefitting from the service</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>None anticipated</p>
<p>2. Sex: a man or a woman.</p>	<p>None anticipated</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>None anticipated</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>None anticipated</p>
<p>5. Pregnancy and maternity.</p>	<p>None anticipated</p>
<p>6. Age: people of different ages.</p>	<p>None anticipated</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>None anticipated</p>
<p>8. Caring responsibilities.</p>	<p>None anticipated</p>

9. Care experienced.	None anticipated
10. Marriage and Civil Partnerships.	None anticipated
11. Disability: people with disabilities (whether registered or not).	None anticipated
12. Socio-economic disadvantage.	None anticipated
13. Isles-proofing	The reduction will impact on the Orkney mainland more adversely than the isles.

3. Impact Assessment

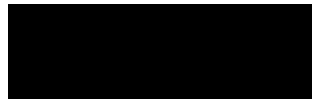
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
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What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 05.11.18

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	OSCE01 – Payroll Services
Service / service area responsible.	Chief Executive's Service
Name of person carrying out the assessment and contact details.	Gareth Waterson - Head of Finance gareth.waterson@orkney.gov.uk
Date of assessment.	11/10/18
What kind of spending decision is this? For example savings option or service pressures option.	Service Pressure Bid to increase payroll service by 1.0 FTE.

2. Initial Screening	
What are the intended outcomes of the proposal?	To increase the payroll service by 1.0 FTE.
Is the function / policy / plan strategically important?	Payment of staff and elected members salaries is a fundamentally important function for the Council.
State who is, or may be affected by this proposal and how.	All Council Staff, Elected Members and Pensioners could be affected. There is an increasing risk that Payroll deadlines will be missed, and staff paid late or incorrectly.

<p>How have stakeholders been involved in the development of this proposal?</p>	<p>The service pressure bid is being made in response to the evidence that with the current staff compliment it is becoming ever more difficult to meet the Payroll processing deadlines due to the volume of transactions and changes that have to be processed to pay people accurately.</p>
<p>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 engagement and consultation resources on OIC information portal).</p>	<p>No</p>
<p>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 Interim Guidance for Public Bodies for further information.</p>	<p>No</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No</p>
<p>2. Sex: a man or a woman.</p>	<p>No</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No</p>
<p>5. Pregnancy and maternity.</p>	<p>No</p>

6. Age: people of different ages.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	No
13. Isles Proofing.	No

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	If the service pressure bid is approved, the Council's recruitment process shall be adhered to, to ensure a proper process is followed and to minimise any potential negative impacts.
Do you have enough information to make a judgement? If no, what information do you require?	No further information required.
*Risk is rated as	Medium

*Definition of risk ratings:

Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.

Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.

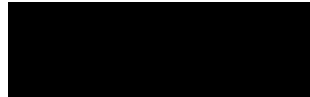
High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	N/A
Who will undertake it?	N/A
When will it be done? (please provide specific dates).	N/A
How will it be monitored? (e.g. through service plans).	N/A

Signature:

Date: 11 October 2018



Name: GARETH WATERSON

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	OSCE02 - Orkney Islands Council: Empowering Communities Project
Service / service area responsible.	Chief Executive's Service
Name of person carrying out the assessment and contact details.	Karen Greaves, Head of Executive Support, Email karen.greaves@orkney.gov.uk Ext 2202.
Date of assessment.	11/10/18
What kind of spending decision is this? For example savings option or service pressures option.	Existing – Service Pressure Bid to continue the Project.

2. Initial Screening	
What are the intended outcomes of the proposal?	To continue to involve Community Councils and other community groups in shaping and delivering Council services in island communities which could achieve future efficiencies in Council service provision as continuation of a pilot programme.
Is the function / policy / plan strategically important?	The Council Plan has a Strategic Priority Theme of Thriving Communities - Explore how communities can further be empowered to take decisions on services throughout Orkney.

<p>State who is, or may be affected by this proposal and how.</p>	<p>Existing Council staff employed in island communities as their terms and conditions of employment may change to include a wider range of duties.</p>
<p>How have stakeholders been involved in the development of this proposal?</p>	<p>Over the past 5 years there has been various public consultation exercises originating with Tough Times, Tough Choices. Spyrria Partnership carried out an extensive feasibility study on behalf of the Council with both Council staff and partner organisations and community groups. More recently a Community Council Conference also discussed and supported the project.</p>
<p>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 engagement and consultation resources on OIC information portal).</p>	<p>The proposed amendments will have no differential impact on any of the equality strands, but are being designed to make Council services in island areas more responsive to local demand and priorities and work towards the Scottish Government's objectives contained in the recent Community Empowerment and Renewal Bill.</p> <p>The Council Plan 2013-18, Priority 2 promotes successful, Thriving Communities, and specifically, target 2.5, local community participation.</p> <p>Orkney Community Planning Partnership's Equality and Diversity Strategy, published in 2012, acknowledges that 'Peripherality—being on the edge—is an equality issue in Orkney because access to goods and services can depend very much on where you live.'</p> <p>The proposals also work towards several of the Council's objectives such as Sustaining Communities.</p> <p>Any change in employees' terms and conditions will be carried out in full compliance with the legislative obligations for the Council and implemented in accordance with the Council's HR policies.</p>
<p>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 Interim Guidance for Public Bodies for further information.</p>	<p>No</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>

1. Race: this includes ethnic or national groups, colour and nationality.	No. The proposed amendments are intended to benefit the community as a whole by encouraging public involvement in shaping public policy to be more responsive to those communities demands and aspirations. The Council has worked in close partnership with Community Councils since 1976 and this should strengthen that good existing working relationship.
2. Sex: a man or a woman.	No as above at No 1.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No as above at No 1.
4. Gender Reassignment: the process of transitioning from one gender to another.	No as above at No 1.
5. Pregnancy and maternity.	No as above at No 1.
6. Age: people of different ages.	No as above at No 1.
7. Religion or beliefs or none (atheists).	No as above at No 1.
8. Caring responsibilities.	No as above at No 1.
9. Care experienced.	No as above at No 1.
10. Marriage and Civil Partnerships.	No as above at No 1.
11. Disability: people with disabilities (whether registered or not).	No as above at No 1.
12. Socio-economic disadvantage.	No as above at No 1.
13. Isles Proofing.	No as above at No 1 and initially, the project has focussed on supporting partnership working and service delivery on the isles.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	Equality Impact Assessments will be required for any changes to services or new projects which may result from development of this new programme.

Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	If the service pressure bid is approved by Council, the project will continue to be introduced across several Council Services in partnership with the pilot islands identified.
Who will undertake it?	Democratic Services Manager
When will it be done? (please provide specific dates).	2019/20
How will it be monitored? (e.g. through service plans).	As part of an on-going basis in relation to the operational delivery of the project and through scrutiny of progress reports to the MOWG which will act as a project board with annual reports going to Committee.

Signature:



Date: 11 October 2018

Name: KAREN GREAVES

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	OSCS01 - Transfer of Orkney and Shetland Valuation Joint Board's Clerking function from Shetland Islands Council to Orkney Islands Council.
Service / service area responsible.	Chief Executive's Service (including Committees) and Corporate Services (including Legal Services and Human Resources and Performance).
Name of person carrying out the assessment and contact details.	Gavin Mitchell (gavin.mitchell@orkney.gov.uk)
Date of assessment.	27 October 2018
What kind of spending decision is this? For example savings option or service pressures option.	Service Pressures Option

2. Initial Screening	
What are the intended outcomes of the proposal?	To meet an anticipated request from the Orkney and Shetland Valuation Joint Board for the Clerking function to be provided by Orkney Islands Council.
Is the function / policy / plan strategically important?	Yes

State who is, or may be affected by this proposal and how.	Elected Members and Officers on the OSVJB in terms of receiving adequate and effective support.
How have stakeholders been involved in the development of this proposal?	Full consultation would take place with relevant staff and stakeholders if the proposal is progressed.
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 engagement and consultation resources on OIC information portal).	No equality issues arise. Any recruitment of additional support will be in compliance with the Council's Recruitment and Selection Policy and Equal Opportunities Policy Statement.
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 Interim Guidance for Public Bodies for further information.	No.
Could the proposal 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.	No.
7. Religion or beliefs or none (atheists).	No.
8. Caring responsibilities.	No.
9. Care experienced.	No.
10. Marriage and Civil Partnerships.	No.
11. Disability: people with disabilities (whether registered or not).	No.
12. Socio-economic disadvantage.	No.
13. Isles Proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
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?	Yes.
*Risk is rated as	Low.

*Definition of risk ratings:

Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.

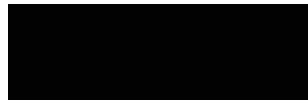
Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.

High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	N/A
Who will undertake it?	N/A
When will it be done? (please provide specific dates).	N/A
How will it be monitored? (e.g. through service plans).	N/A

Signature:



Date: 27 October 2018

Name: GAVIN MITCHELL

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	OCS02 - Procurement of additional resources and staff in order to meet recommendations contained in the Barclay Review.
Service / service area responsible.	Chief Executive's Service and Corporate Services.
Name of person carrying out the assessment and contact details.	Gavin Mitchell (gavin.mitchell@orkney.gov.uk)
Date of assessment.	27 October 2018
What kind of spending decision is this? For example savings option or service pressures option.	Service Pressures Option

2. Initial Screening	
What are the intended outcomes of the proposal?	To be able to meet recommendation contained in Barclay Review that the statutory revaluation cycle will be reduced from 5 years to 3 years and address associated resourcing and staffing implications.
Is the function / policy / plan strategically important?	Yes.
State who is, or may be affected by this proposal and how.	Elected Members on the OSVJB as they are accountable for the Board's performance; Officers within the OSVJB as the additional resource

	identified will facilitate their discharge of the OSVJB's statutory functions.
How have stakeholders been involved in the development of this proposal?	Full consultation would take place with relevant staff and stakeholders if the proposal is progressed.
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 engagement and consultation resources on OIC information portal).	No equality issues arise. Any recruitment of additional support and procurement of resources will be in compliance with the law and with relevant guidance and good practice.
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 Interim Guidance for Public Bodies for further information.	No.
Could the proposal 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.	No.
7. Religion or beliefs or none (atheists).	No.
8. Caring responsibilities.	No.
9. Care experienced.	No.
10. Marriage and Civil Partnerships.	No.
11. Disability: people with disabilities (whether registered or not).	No.
12. Socio-economic disadvantage.	No.
13. Isles Proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No.
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?	Yes.
*Risk is rated as	Low.

*Definition of risk ratings:

Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.

Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.

High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	N/A
Who will undertake it?	N/A
When will it be done? (please provide specific dates).	N/A
How will it be monitored? (e.g. through service plans).	N/A

Signature:



Date: 17 October 2018

Name: GAVIN MITCHELL

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	RDDI03 – Electric Vehicle Infrastructure Management and Maintenance – Introduce Charges
Service / service area responsible.	Infrastructure and Strategic Projects (Roads)
Name of person carrying out the assessment and contact details.	Darren Richardson Head of Infrastructure and Strategic Projects x 2310
Date of assessment.	5 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	<p>Service pressure option.</p> <p>Costs associated with management and maintenance of infrastructure, there is an ongoing revenue pressure for the general maintenance of charging points and repairing damage, this is both an internal charge where OIC electricians are able to do some aspects of the work but also an external charge via Siemens as some work is outwith our capabilities or manufacturers restrictions. Maintenance is a requirement failing out of the implementation of the strategy, capital funding for installation was received but ongoing maintenance is not. A charging regime for usage is being considered by Government and enforcement of bays is being controlled via parking, but maintenance costs are not, as yet, being addressed. A full cost recovery model is still some way off therefore the need to establish a new core baseline budget.</p> <p>Not a statutory duty but infrastructure has been put in place people have been encouraged to invest in EV</p>

	<p>infrastructure, it has emerged from a council approved strategy but there are no dedicated resources to manage and maintain this infrastructure.</p> <p>Hitrans is currently looking at these issues at a Regional level and is due to report in early 2018.</p>
<h2>2. Initial Screening</h2>	
What are the intended outcomes of the proposal?	To seek a budget to address future years costs
Is the function / policy / plan strategically important?	The development of the EV infrastructure is fundamental to the move towards alternate fuel provision. Orkney has one of the highest EV ownership levels per capita and provision of a readily available charging point system makes it easier for commuters and business to convert from fossil fuel based transport.
State who is or may be affected by this proposal and how.	All Electric Vehicle users of these facilities
How have stakeholders been involved in the development of this proposal?	New changes will be the subject of consultation.
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 engagement and consultation resources on OIC information portal).	None directly on this issue, there are examples of charging regimes throughout the UK and models of operation, a key limiting factor for their application in Orkney is scale (too few numbers at present).
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 Interim	There is detailed information in terms of fuel and financial poverty issues in Orkney, less so from a transport perspective, however a shift away from fossil fuel dependency (diesel and petrol) to Electric has significant financial advantages in terms of the day to day running costs compared against traditional combustion engine based travel (cost of fuel, taxation and maintenance).

<u>Guidance for Public Bodies</u> for further information.	
Could the proposal have a differential impact on any of the following equality strands?	No this affects all road users with an Electrical Vehicle and therefore does not target any group below
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.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	no
9. Care experienced.	no
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	no
12. Socio-economic disadvantage.	Yes as noted above
13. Isles-proofing.	No
3. Impact Assessment	
Does the analysis above identify any differential impacts which need to be addressed?	no
How could you minimise or remove any potential negative impacts?	Remove the charging points and encourage users to charge at their residence or premise

Do you have enough information to make a judgement? If no, what information do you require?	yes
*Risk is rated as	High
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	
4. Conclusions and Planned Action	
Is further work required?	no
What action is to be taken in order to mitigate the impact identified?	Increase the roads budget in line with at least 2017/18 costs.
Who will undertake it?	finance
When will it be done? (please provide specific dates).	As part of 2018/19 budget setting process
How will it be monitored? (e.g. through service plans).	Periodic financial monitoring via BMR and REMR

Signature:



Date: 5th November 2018

Name: D. A. RICHARDSON

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	TRDI05 – Concessionary Travel Budget – funding growth to cover potential deficit
Service / service area responsible.	Marine Services, Engineering and Transportation (Transport)
Name of person carrying out the assessment and contact details.	Brian Archibald Head of Marine Services, Engineering and Transportation x 3600
Date of assessment.	2 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure option. Higher than anticipated draw down against concessionary travel on ferries, air and community transport due to ageing population – this is due to an increase in the number of older members of the population (net inward migration) as well as ageing per se. The shift to an age 65 threshold for Council concessionary travel gave a lower take up level over the past 5 years but this 'easing of the take up, comes to an end in 2018. £40,000 baseline growth request. Note related savings measure.

	<p>NOTE that if the option of reducing or removing concessionary travel is approved by Council then this pressure would be reduced/removed.</p> <p>This is a discretionary service which ensures that Orkney residents using ferries and internal air and council funded community transport are able to access travel to a similar level of support to bus users in the rest of Scotland by having in the region of one free trip per week on Dial A Bus and one free trip per month by air or ferry from the isles.</p>
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<h2>2. Initial Screening</h2>	
<p>What are the intended outcomes of the proposal?</p>	<p>To ensure sufficient funding to accommodate an increasing number of eligible Orkney residents for discretionary Council funded concessionary travel on Community Transport, Ferries and Internal Air.</p>
<p>Is the function / policy / plan strategically important?</p>	<p>Connected Communities – Yes Caring Communities – Yes Thriving Communities – Yes Quality of Life - Yes</p>
<p>State who is, or may be affected by this proposal and how.</p>	<p>All individuals over 65 or entitled to any other age or disability related concessionary travel (free travel).</p> <p>The funding is for mainly for residents as it is not a centrally funded concession.</p>
<p>How have stakeholders been involved in the development of this proposal?</p>	<p>None – no new eligibility criteria are being established – the measure is simply recognising that the Orkney population is growing older and/or the number of people with a disability is increasing.</p>

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	<p>No. The criteria are already well established through the concessionary travel process. Age profiles are available from census and other data.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>Given that the Scottish Bus Pass (Saltire Card) recognises that those over 60 should have free (Scottish Government funded) bus travel, that is evidence enough to indicate that those for whom registered bus routes are not their mode of public transport, are at a disadvantage. The Council funded limited concessionary travel (although not statutory) is designed to go some way towards addressing this issue. This measure aims to ensure sufficient funding to do this as the number of eligible residents increases.</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>Yes</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No</p>
<p>2. Sex: a man or a woman.</p>	<p>Not directly although the balance of females to males in the older population is higher than in the younger population.</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No</p>
<p>5. Pregnancy and maternity.</p>	
<p>6. Age: people of different ages.</p>	<p>If the budget is not increased, there will have to be a reduction in the number of concessionary fares – this would impact on older and disabled people</p>

	only (other characteristics are not entitled to concessionary travel)
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	Potentially – the concession does allow for concessions for carers hence, de facto, the additional budget would cover for the higher numbers of carers.
9. Care experienced.	Potentially – the concession does allow for concessions for carers hence, de facto, the additional budget would cover for the higher numbers of carers.
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	If the budget is not increased, there will have to be a reduction in the number of concessionary fares – this would impact on older and disabled people only (other characteristics are not entitled to concessionary travel)
12. Socio-economic disadvantage.	Not directly although those on longer incomes are more likely to appreciate the concessionary travel benefits.
13. Isles-proofing.	Potentially - This is a discretionary service which ensures that Orkney residents using ferries and internal air and council funded community transport are able to access travel to a similar level of support to bus users in the rest of Scotland by having in the region of one free trip per month by air or ferry from the isles. This measure is intended to preserve the Council's funding which, in effect, is in place to cover the fact that the Saltire Card (Bus Pass) is not isles proofed in that it does not cover inert isles transport.
3. Impact Assessment	
Does the analysis above identify any differential impacts which need to be addressed?	Only if increase in budget is not approved – there would have to be cuts against the level of service available to older and disabled people.
How could you minimise or remove any potential negative impacts?	No negative impact if pressure funded.
Do you have enough information to make a	yes

judgement? If no, what information do you require?	
*Risk is rated as	Medium
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	
4. Conclusions and Planned Action	
Is further work required?	no
What action is to be taken in order to mitigate the impact identified?	Not applicable - pressure
Who will undertake it?	n/a
When will it be done? (please provide specific dates).	n/a
How will it be monitored? (e.g. through service plans).	n/a

Signature:

Date: 2 November 2018



Name: BRIAN ARCHIBALD

(BLOCK CAPITALS).



Equality Impact Assessment

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.	RDDI12 - Housing footpaths, private/tourist roads imp. Prog.
Service / service area responsible.	Development and Infrastructure – Infrastructure Services
Name of person carrying out the assessment and contact details.	D.A.Richardson
Date of assessment.	05/11/18
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	This is a new function in terms of additional funding needed to address maintenance in these locations. The proposal is to seek a budget to undertake prioritised works not currently funded.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	To address the known backlog of maintenance issues in a prioritised way to look at the high priority health and safety/access issue first within the additional resource available
Is the function / policy / plan strategically important?	Yes – Ensuring that our assets are kept in a safe and useable order is critical to ensures the council is both free of claims but also in terms of our users that they can freely access all surfaced areas unhindered by defects.
State who is, or may be affected by this function / policy / plan, and how.	This will affect all users of these locations Mainly the general public.

<p>How have stakeholders been involved in the development of this function / policy / plan?</p>	<p>The stakeholder groups such as the access forum and community councils as well as local members raise this issue on a regular basis. All users cannot be engaged for practical reasons of not being able to target all groups.</p>
<p>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).</p>	<p>Core data is correspondence, complaints and compliments held within the service and corporately via customer services.</p>
<p>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 Interim Guidance for Public Bodies for further information.</p>	<p>Yes – poorly maintained housing footpath (excluding the safety related repairs done to date) can impede the mobility impaired accessing all areas using surfaced footpaths. Complaints arise where the surface of the footway is worn or loose affecting those using walking aids, those with eyesight issues and wheelchair users in terms of braking or getting traction on inclines, these may be on routes to work, education, leisure or general day to day needs for life.</p>
<p>Could the function / policy have a differential impact on any of the following equality strands?</p>	<p>It is not believed there would be any impact as this is a potential improvement for all users.</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>no</p>
<p>2. Sex: a man or a woman.</p>	<p>no</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>no</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>no</p>
<p>5. Pregnancy and maternity.</p>	<p>no</p>

6. Age: people of different ages.	no
7. Religion or beliefs or none (atheists).	no
8. Caring responsibilities.	no
9. Care experienced.	no
10. Marriage and Civil Partnerships.	no
11. Disability: people with disabilities (whether registered or not).	Yes – Provision should improve safety and access in some locations
12. Socio-economic disadvantage.	Yes – as noted above in terms of restricting access in some cases
13. Isles-proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	none
How could you minimise or remove any potential negative impacts?	To ensure that initially the high priority safety repairs are undertaken first.
Do you have enough information to make a judgement? If no, what information do you require?	yes

4. Conclusions and Planned Action

Is further work required?	If supported this will need the programme to be developed (prioritised locations).
What action is to be taken?	Implement if improved
Who will undertake it?	Roads – Network Support Team
When will it be done?	1 st April 2017 onwards
How will it be monitored? (e.g. through service plans).	Financial monitoring as part of the BMR/REMR process.

Signature:



Date: 5th November 2018

Name: D.A.Richardson

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH02 - School Transport
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	James Wylie
Date of assessment.	30.01.19
What kind of spending decision is this? For example, savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	School transport budget is sufficient to meet the annual adjustment to payment rates.
Is the function / policy / plan strategically important?	If sufficient funds are not available, the Council could experience reputational damage
State who is, or may be, affected by this proposal and how.	All users of school transport
How have stakeholders been involved in the development of this proposal?	The proposal is to ensure that the current contract is sufficiently funded, no consultation with stakeholder has been carried out on this matter.

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	<p>This is a statutory function of the education authority. Section 51 of the Education (Scotland) Act 1980 requires authorities to make arrangements as they consider necessary for the provision of free school transport.</p> <p>The current statutory provision defined in Section 42(4) of the 1980 Act states those children under the age of 8 years and that live more than 2 miles from their catchment school, and all those over 8 years and who live more than 3 miles from their catchment school will be entitled to free school transport. This reduces to 1.5 miles during the winter terms.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>School transport is a (statutory) universal service from which all families with children living further than 'walking distance' to the school benefit. As a universal service is has a significant but not targeted positive impact on those experiencing socio-economic disadvantage.</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No differential outcome anticipated</p>
<p>2. Sex: a man or a woman.</p>	<p>No differential outcome anticipated</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No differential outcome anticipated</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No differential outcome anticipated</p>
<p>5. Pregnancy and maternity.</p>	<p>No differential outcome anticipated</p>
<p>6. Age: people of different ages.</p>	<p>No differential outcome anticipated</p>
<p>7. Religion or beliefs or none (atheists).</p>	<p>No differential outcome anticipated</p>
<p>8. Caring responsibilities.</p>	<p>No differential outcome anticipated; school transport, however, may be an important and</p>

	integral part of managing family life for those with additional caring responsibilities
9. Care experienced.	No differential outcome anticipated; however, school transport may be an integral part of ensuring care experience young people continue to access and receive a suitable educational experience
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities (whether registered or not).	No differential outcome anticipated; however additional transport arrangements may be required to support those with a disability
12. Socio-economic disadvantage.	No differential outcome anticipated
13. Isles-proofing	No differential impact anticipated

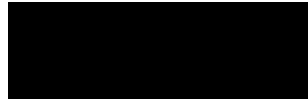
3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No (provided additional funding is made available as required to meet the demands of the contract)
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	Budget monitoring by the Educational Resources Manager

Signature:



Date: 30.01.19

Name: JAMES WYLIE

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH03 - Capacity to Implement Transformational Change
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	Capacity, beyond that of the service and the change team to take forward the Orkney Learning Landscape Review.
Is the function / policy / plan strategically important?	The change programme has attached to it some ambitious savings which are to be delivered through revisiting/revising key operations of the service.
State who is, or may be affected by this proposal and how.	All users of the education services offered by Orkney Islands Council

How have stakeholders been involved in the development of this proposal?	No
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 engagement and consultation resources on OIC information portal).	There is a range of existing research and data indicating how change can be managed form within existing resources and the different approaches that become possible when there is an investment in change.
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 Interim Guidance for Public Bodies for further information.	There are specific socio-economic disadvantage and inequalities of outcome in this policy area
Could the proposal 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 differential outcome anticipated
2. Sex: a man or a woman.	No differential outcome anticipated
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No differential outcome anticipated
4. Gender Reassignment: the process of transitioning from one gender to another.	No differential outcome anticipated
5. Pregnancy and maternity.	No differential outcome anticipated
6. Age: people of different ages.	No differential outcome anticipated

7. Religion or beliefs or none (atheists).	No differential outcome anticipated
8. Caring responsibilities.	No differential outcome anticipated
9. Care experienced.	No differential outcome anticipated
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities (whether registered or not).	No differential outcome anticipated
12. Socio-economic disadvantage.	No differential outcome anticipated
13. Isles-proofing	No differential outcome anticipated

3. Impact Assessment

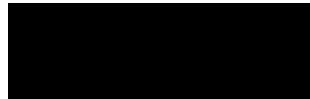
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:

Date: 01/11/2016



Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH04 - Support for Learning
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	Sufficient resources to meet some of the 'unmet additional support needs' identified by head teachers
Is the function / policy / plan strategically important?	Making sufficient and efficient provision for children and young people with additional support needs is part of the Council's statutory duty
State who is, or may be affected by this proposal and how.	Children and young people with additional support needs, their parents/carers, their teachers

<p>How have stakeholders been involved in the development of this proposal?</p>	<p>As part of a wider review of provision, children, young people, parents, carers and staff were involved in providing information and feedback on current provision.</p> <p>Head teachers have provided feedback on unmet needs.</p> <p>Parents and carers have raised concerns around the sufficiency of provision in schools</p>
<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	<p>There is a wide range of research and information available in relation to additional support needs and additional support for learning.</p> <p>The Statutory Code of Practice (2017) provides a helpful summary of expectations and approaches https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	<p>Additional support for learning provision assesses socioeconomic factors and their impact on learning and development through the integrated assessment framework https://www.gov.scot/publications/supporting-childrens-learning-statutory-guidance-education-additional-support-learning-scotland/pages/4/</p>
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>Additional support for learning practice and policy would benefit learners where race was identified as a factor leading to additional support needs</p>
<p>2. Sex: a man or a woman.</p>	<p>Additional support for learning practice and policy would benefit learners where sex (M/F) was identified as a factor leading to additional support needs.</p> <p>There is a gender imbalance across the support for learning workforce. In addition many staff work part-time. Ensuring training is offered at a time and place that is accessible to the workforce would help to ensure benefits are maximised.</p>

3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	Additional support for learning practice and policy would benefit learners where sexual orientation was identified as a factor leading to additional support needs
4. Gender Reassignment: the process of transitioning from one gender to another.	Additional support for learning practice and policy would benefit learners where gender reassignment was identified as a factor leading to additional support needs
5. Pregnancy and maternity.	Additional support for learning practice and policy would benefit learners where pregnancy and maternity were identified as a factor leading to additional support needs
6. Age: people of different ages.	Additional support for learning practice and policy would benefit learners where age was identified as a factor leading to additional support needs; new duties and responsibilities for some young people extend the age at which services may have to be provide to 25
7. Religion or beliefs or none (atheists).	Additional support for learning practice and policy would benefit learners where religion was identified as a factor leading to additional support needs
8. Caring responsibilities.	Additional support for learning practice and policy would benefit learners caring responsibilities was identified as a factor leading to additional support needs; this is a specific factor recognised in the statutory guidance
9. Care experienced.	There are additional requirements of assessment (and entitlement) within the legislative framework for children and young people who are looked after, or care experienced
10. Marriage and Civil Partnerships.	Additional support for learning practice and policy would benefit learners where marriage and civil partnership (including family circumstances) was identified as a factor leading to additional support needs
11. Disability: people with disabilities (whether registered or not).	Disability if one of 4 factors recognised specifically as having the potential to lead to a child or young person having additional support needs. Additional support for learning practice and policy would benefit learners where this was identified as a factor
12. Socio-economic disadvantage.	Additional support for learning practice and policy would benefit learners where socio-economic

	disadvantage was identified as a factor leading to additional support needs
13. Isles-proofing	Additional support for learning practice and policy would benefit learners where any disadvantage resulting from living on a remote island with limited access to a wider range of services was identified as a factor leading to additional support needs. The current Integrated assessment process creates the opportunity for this to be recorded and implications evaluated.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	

When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 01/11/2018

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH05 - Schools on Standby
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	Provision of a contingency in the event that either or both the schools in Flotta or North Ronaldsay are required
Is the function / policy / plan strategically important?	The Flotta and North Ronaldsay School are both on stand-by and as such provision of learning through the schools for entitled pupils is part of the Councils' statutory responsibility

State who is, or may be affected by this proposal and how.	Children and families living on Flotta or North Ronaldsay
How have stakeholders been involved in the development of this proposal?	There have been discussions with both communities about provision. Council has an agreed (policy) position with respect to provision on Flotta. Discussion is ongoing about the re-purposing of the school room on North Ronaldsay for use as a learning centre for the community while the school is on stand-by
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 engagement and consultation resources on OIC information portal).	Report of the Commission on the Delivery of Rural Education was published on 19 April 2013. This has informed subsequent policy and legislation including the introduction of the presumption against closure for rural schools in Scotland.
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 Interim Guidance for Public Bodies for further information.	Provision of a hub for the learning community on each of the islands would be regarded, by the community as a positive factor in relation to the survival and sustainability of the island community.
Could the proposal 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 differential outcome anticipated
2. Sex: a man or a woman.	No differential outcome anticipated
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No differential outcome anticipated

4. Gender Reassignment: the process of transitioning from one gender to another.	No differential outcome anticipated
5. Pregnancy and maternity.	No differential outcome anticipated
6. Age: people of different ages.	No differential outcome anticipated
7. Religion or beliefs or none (atheists).	No differential outcome anticipated
8. Caring responsibilities.	No differential outcome anticipated
9. Care experienced.	No differential outcome anticipated
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities (whether registered or not).	No differential outcome anticipated
12. Socio-economic disadvantage.	No differential outcome anticipated, however provision 'on island' provision would be regarded as a positive aspect of overcoming any socio-economic disadvantage associated with island life.
13. Isles-proofing	Provision of 'on island' provision would be regarded as a positive aspect in terms of Isles-proofing; should the learning provision be required to meet the needs of families moving to and/or committing to living on the outer isles, not making this adjustment to the budget may be viewed as having an adverse impact on island life in general and sustainability in particular.

3. Impact Assessment	
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	low
*Definition of risk ratings:	

Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.

Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.

High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 01/11/2018

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH06 - Utilities - Devolved School Management
Service / service area responsible.	Education, Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	To be able to manage fluctuations within the cost of utilities within the budget set
Is the function / policy / plan strategically important?	It is important that risks to achieving an out-turn that is within budget are managed
State who is, or may be affected by this proposal and how.	All users of education (school) buildings
How have stakeholders been involved in the development of this proposal?	Head teachers, as property managers, have been appraised of the issues

<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see engagement and consultation resources on OIC information portal).</p>	<p>Unknown.</p> <p>A 'real' reduction in schools, DSM has been made in relation to a hypothesised saving on the energy used to heat/light the school estate (this includes community centre costs where utility costs are met through DSM).</p> <p>In practical terms while consumption may be reduced to meet the target set, fluctuations in the cost of energy may mean savings are not realised.</p> <p>Setting aside a fund to support schools where consumption targets are met even if budget is exceeded would help manage the risk associated with an area where costs fluctuate quite dramatically over time.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Interim Guidance for Public Bodies for further information.</p>	
<p>Could the proposal have a differential impact on any of the following equality strands?</p>	<p>(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).</p>
<p>1. Race: this includes ethnic or national groups, colour and nationality.</p>	<p>No differential outcome anticipated</p>
<p>2. Sex: a man or a woman.</p>	<p>No differential outcome anticipated</p>
<p>3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.</p>	<p>No differential outcome anticipated</p>
<p>4. Gender Reassignment: the process of transitioning from one gender to another.</p>	<p>No differential outcome anticipated</p>
<p>5. Pregnancy and maternity.</p>	<p>No differential outcome anticipated</p>
<p>6. Age: people of different ages.</p>	<p>No differential outcome anticipated</p>

7. Religion or beliefs or none (atheists).	No differential outcome anticipated
8. Caring responsibilities.	No differential outcome anticipated
9. Care experienced.	No differential outcome anticipated
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities (whether registered or not).	No differential outcome anticipated
12. Socio-economic disadvantage.	No differential outcome anticipated
13. Isles-proofing.	No differential outcome anticipated

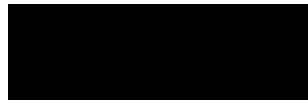
3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	Yes
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 01/11/2018

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH07 - Staffing Absence
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	Increase supply budgets by 3% for the 19/20 academic year in order to mitigate a potential budget overrun
Is the function / policy / plan strategically important?	It is important that risks to achieving an out-turn that is within budget are managed
State who is, or may be affected by this proposal and how.	Children and young people Staff

How have stakeholders been involved in the development of this proposal?	No, although through discussion with head teachers it is clear that the cost of supply cover is for some schools a significant issue
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 engagement and consultation resources on OIC information portal).	Issues with the recruitment and retention of staff in Scotland's schools has had widespread coverage – political debate and media coverage for example. Orkney (as an islands community) is not immune from the issues however the presentation can be specific to the context – be it primary or secondary schools requiring temporary, generalist teachers or subject teachers. The solution to the underlying issues is unlikely to be a simple budget issue, but on a day to day basis this is how it is experienced in some of Orkney's schools
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 Interim Guidance for Public Bodies for further information.	This would not be a specific socio-economic issue in terms of disadvantage or inequality.
Could the proposal 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 differential outcome anticipated
2. Sex: a man or a woman.	No differential outcome anticipated
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No differential outcome anticipated
4. Gender Reassignment: the process of transitioning from one gender to another.	No differential outcome anticipated
5. Pregnancy and maternity.	No differential outcome anticipated

6. Age: people of different ages.	No differential outcome anticipated
7. Religion or beliefs or none (atheists).	No differential outcome anticipated
8. Caring responsibilities.	No differential outcome anticipated
9. Care experienced.	No differential outcome anticipated
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities (whether registered or not).	No differential outcome anticipated
12. Socio-economic disadvantage.	No differential outcome anticipated
13. Isles-proofing.	The cost of supply cover is for isles schools is higher than those on the mainland, further impacting on budgets of much smaller schools.

3. Impact Assessment

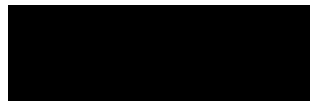
Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce</p>	

this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 01/11/2018

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	EDELH08 - Museum Visitor Services
Service / service area responsible.	Education Leisure and Housing
Name of person carrying out the assessment and contact details.	Peter Diamond
Date of assessment.	1-11-18
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure

2. Initial Screening	
What are the intended outcomes of the proposal?	A restructured 'visitor service' with additional capacity to meet the demands of increased visitor numbers across a number of sites
Is the function / policy / plan strategically important?	This relates to a number of the ambitions set out in the Council Plan – including but not exclusively the priority to protect and promote Orkney's unique culture.
State who is, or may be affected	Visitors to any of the managed sites Staff working at and across sites

<p>by this proposal and how.</p>	
<p>How have stakeholders been involved in the development of this proposal?</p>	<p>The option of increasing support at busy sites and times has been raised by the staff at the sites.</p>
<p>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 engagement and consultation resources on OIC information portal).</p>	<p>Visitor survey data indicates that visitors have a positive experience of Orkney. In addition, Orkney residents identify positively with the offers of Orkney's museums and galleries.</p> <p>The Local Government Benchmarking Framework suggests a good and improving record (http://www.improvementservice.org.uk/benchmarking/explore-the-data.html).</p> <p>The growth in volume tourism specifically places prior success under significant pressure</p>
<p>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 Interim Guidance for Public Bodies for further information.</p>	<p>None known</p>

Could the proposal 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 differential outcome anticipated
2. Sex: a man or a woman.	No differential outcome anticipated
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No differential outcome anticipated
4. Gender Reassignment: the process of transitioning from one gender to another.	No differential outcome anticipated
5. Pregnancy and maternity.	No differential outcome anticipated
6. Age: people of different ages.	No differential outcome anticipated
7. Religion or beliefs or none (atheists).	No differential outcome anticipated
8. Caring responsibilities.	No differential outcome anticipated
9. Care experienced.	No differential outcome anticipated
10. Marriage and Civil Partnerships.	No differential outcome anticipated
11. Disability: people with disabilities	No differential outcome anticipated

(whether registered or not).	
12. Socio-economic disadvantage.	No differential outcome anticipated
13. Isles-proofing.	No differential outcome anticipated

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	
Do you have enough information to make a judgement? If no, what information do you require?	
*Risk is rated as	low
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done?	

(please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 01/11/2018

Name: PETER DIAMOND

(BLOCK CAPITALS).



Equality Impact Assessment

Budget Setting

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 proposal to be assessed.	SCOHC01 - Corporate Parenting Statutory Responsibilities (extensions to legal duties to looked after children and care leavers and new duty to report to SG on corporate parenting).
Service / service area responsible.	OHAC Children and Families.
Name of person carrying out the assessment and contact details.	Maureen Swannie.
Date of assessment.	2 November 2018
What kind of spending decision is this? For example savings option or service pressures option.	Service pressure.

2. Initial Screening	
What are the intended outcomes of the proposal?	To ensure the budget can meet the increased costs and additional statutory responsibilities, arising from the Children and Young People (Scotland) Act 2014.
Is the function / policy / plan strategically important?	Corporate parenting is a statutory responsibility.
State who is, or may be affected by this proposal and how.	<ul style="list-style-type: none"> • Looked after Young People and Care Leavers. • Orkney Islands Council – there is a statutory duty to produce and implement a corporate

	parenting strategy and report to Scottish Government annually on this.
How have stakeholders been involved in the development of this proposal?	Stakeholders have not been directly involved in this process but we have used past figures of users to inform future projection and need. Re reporting duties comparisons have been drawn from similar local authorities on resource required to produce and implement the plan.
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 engagement and consultation resources on OIC information portal).	We have used figures for the last 7 years to forecast future need. The Children and Young People Act (2014) places additional statutory duties on local authorities. All looked after young people in residential, foster or kinship care that turn 16 years will now be entitled to remain in their care setting until they reach the age of 21years. This is in addition to the statutory duty to support care leavers until 26.
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 Interim Guidance for Public Bodies for further information.	Statistical evidence shows that outcomes for care experienced children and young people are significantly poorer than their peers, in relation to school education, further education, unemployment, mental health issues, homelessness and levels of prison experience.
Could the proposal 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.	Yes. Meeting the increased care leaver costs and additional statutory responsibilities arising from the Children (Scotland) Act 1995 has a positive differential impact for care leavers age 16 -26 years.
7. Religion or beliefs or none (atheists).	No.
8. Caring responsibilities.	No.
9. Care experienced.	This proposal directly affects care experienced children and young people. Without appropriate attention to this area services to care experienced young people are likely to continue to develop without due regard to the Act.
10. Marriage and Civil Partnerships.	No.
11. Disability: people with disabilities (whether registered or not).	No.
12. Socio-economic disadvantage.	Statistical evidence shows that outcomes for care experienced children and young people are significantly poorer than their peers, in relation to school education, further education, unemployment, mental health issues, homelessness and levels of prison experience.
13. Isles-proofing.	No.

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	This directly affects our looked after children and care leavers. The recommendation is to increase the budget to meet additional costs. If young people are not supported by the through care / aftercare service that they are statutorily entitled to, then cost pressures may fall to other services through different routes such as Housing services, through, for example, homelessness.
How could you minimise or remove any potential negative impacts?	Alert officers of the any potential overspend in a timely fashion.
Do you have enough information to make a	Yes.

judgement? If no, what information do you require?	
*Risk is rated as	High.
<p>*Definition of risk ratings:</p> <p>Low: No mitigation required. The assessment demonstrates that there is no / low disproportionate impact on any of the protected characteristics. Primarily this is where savings proposals are focused on systems and process rather than people related services.</p> <p>Medium: Mitigation identified. The assessment has identified a differential or negative impact on one or more of the protected characteristics but can be mitigated by some other action. The assessment includes specific mitigating actions which will reduce the impact.</p> <p>High: No mitigation. The assessment has identified an impact on one or more of the protected characteristics and no mitigating action has been identified to reduce this. Or the information has not provided a sufficiently robust understanding of the impact of the proposal.</p>	

4. Conclusions and Planned Action

Is further work required?	No.
What action is to be taken in order to mitigate the impact identified?	
Who will undertake it?	
When will it be done? (please provide specific dates).	
How will it be monitored? (e.g. through service plans).	

Signature:



Date: 02/11/2018

Name: MAUREEN SWANNIE

(BLOCK CAPITALS).