



Equality Impact Assessment and Action Plan- SETP



Background

The Equality Act (2010) protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it is unlawful to treat someone. The Equality Act sets out a range of 'protected characteristics' upon which it is unlawful to discriminate (see below EqIA for a list) and areas and contexts in which it is unlawful to discriminate (work, education, as a consumer, use of public services, buying and renting properties and being a member of guest of a private association). The Act also sets out legal protections from discrimination by association; or discrimination through raising a complaint about discrimination.

The Coalition of Care and Support Providers (CCPS) is not a public body, and as such, formal public body equalities duties do not apply however in line with best organisational practice CCPS has an Equality Act compliant Equalities Policy covering its internal practice (e.g. recruitment) and external practice (e.g. workshops and events.) The actions identified within this EqIA and action plan currently sit within our event booking and management procedures.

Summary

SETP is designed to be open to any relevant organisation and worker(s). Venue catering options and event timings are selected to maximise participation from a range of relevant groups and to minimise exclusion.

Facilitation design is inclusive with a range of input styles (structured conversations, presentations, written materials) and flexibility to provide communications support as required by delegates.

We will review events accessibility through our events booking form and (post-event) evaluation form which will allow us to understand any barriers to workshop accessibility and resolve these for future events. This information will be reviewed on a quarterly basis as part of our overall monitoring and evaluation work.

Note

EqIA covers policies, provisions, criteria, functions, practices and activities, including decisions and the delivery of services, but will be referred to as service/practice hereinafter for brevity.

A. Policy/Practice (name or brief description):	
Strengthening Engagement Transitions Project (SETP) The project aims to increase engagement between statutory and third sector partners working in community justice.	
Reason for Equality Impact Assessment (Mark yes against the applicable reason):	
Proposed new service/practice	
Proposed change to an existing service./practice	
Undertaking a review of an existing service/practice	
Other (please state):	Yes- Condition of grant
C. Person responsible for the policy area or practice:	
Name: Chris McCully Job title: Community Justice Project Officer Unit: CJVSF	
D. An Impact Assessment should be carried out if any of the following apply to the policy/practice, if it:	
Affects primary or high level functions of the organisation	
Is relevant to the promotion of equality (NB as CCPS is not a public sector organisation the public sector equality duty does not apply)	
It is one, which interested parties could reasonably expect CCPS to have carried out an EqIA?	Condition of grant
E. Equality Groups	
To which equality groups is the	SETP does not work directly with people with

<p>policy/practice relevant and why? All groups- delegates may have one or more of these protected characteristics.</p> <ul style="list-style-type: none"> • Age • Disability • race (including ethnicity and nationality) • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership¹ • religion or belief 	<p>convictions- rather it support organisations that do this work. This EqIA applies to the engagement of organisations with the SETP programme- not with the engagement of supported people. The project will perform regular monitoring to explore whether any unintended barriers exist to people from the protected characteristic groups, who may wish to or are attending workshops and implement mitigating activity and action as necessary.</p>
<p>In order to maximise the inclusiveness of SETP workshops and information the following procedures are in place:</p> <ul style="list-style-type: none"> • Physical accessibility: All workshops and events are held in accessible venues. • Communications :(workshops): where required all delegates have access to communications support. This includes BSL, lipspeaking, palanotyping, audio, interpretation. (The CCPS Deputy Director has d/Deaf awareness training and SQA level 3 BSL so takes the lead on arranging communications support.) • Communications (written): where required all delegates have access to communications support (large print, BSL, easy- read) • Religious/cultural: Catering options for those with religious/cultural requirements will be made available at all events (halal, kosher, vegetarian, vegan etc.) Care will be taken in venue selection (avoidance of overtly religious venues); the timing of events; and the provision of breaks/quiet rooms for prayer (as required.) 	
<p>Add notes against the following applicable statements</p>	
<p>On any available information about the needs of relevant equality groups:</p>	
<p>Any gaps in evidence/insufficient information to properly assess the policy, and how this be will be addressed:</p>	<p>The policy will be kept under review using feedback from events as to whether there are gaps in accessibility for any relevant group.</p> <p>On booking the event delegates are asked:</p> <p>Do you have any dietary or access requirements?</p> <p>Following the event delegates are asked:</p> <p>Were you able to fully access this event? If not please</p>

¹ Note: only the duty to eliminate discrimination applies to marriage and civil partnership. There is no need to have regard to advancing equality or opportunity or fostering good relations in this respect.

	tell us a bit about any barriers you encountered. This helps us ensure that events are made as accessible and inclusive as possible in line with our equalities policy.
If application of this service/practice leads to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups:	Our understanding is that application of this service does not lead to discrimination (direct or indirect) harassment, victimisation and less favourable treatment. SETP is open to all interested, relevant organisations. This will be kept under review (see action plan)
If the service /practice contributes to advancing equality of opportunity	The service contributes indirectly to advancing equality of opportunity through supporting organisations to plan and deliver support for people with convictions in a more collaborative and effective manner.
If the service/practice create any barriers for any other groups?	The service does not create barriers for any other groups. SETP is open to all interested, relevant organisations. This will be kept under review (see action plan)
How the communication of the service/practice is made accessible to all groups, if relevant?	SETP materials are available on the website and in print format. Large print/audio or signed materials can be made available if required.
How equality groups or communities are involved in the development, review and/or monitoring of the service or practice?	Equality groups are not involved in the development or review of SETP. A steering committee representing organisational and funding interests will be established to represent
F. Equality Impact Assessment Outcome	
Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision	
Option 1: No change required – the assessment is that the service/practice is robust.	
Option 2: Adjust the service or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	Our assessment is that SETP is fully accessible to interested and relevant organisations and procedures are in place to ensure accessibility of workshops, events and communications. We will take steps to enhance our workshop monitoring questionnaire to

	<p>explore whether any unintended barriers exist to people from the protected characteristic groups, who may wish to or are attending workshops. This will be kept under quarterly review.</p>
<p>Option 3: Continue the service or practice despite the potential for adverse impact, and which can be mitigated/or justified</p>	
<p>Option 4: Stop the service or practice as there are adverse effects cannot be prevented/mitigated/or justified.</p>	
<p>G. Action and Monitoring</p>	
<ol style="list-style-type: none"> 1. Specify the actions required for implementing findings of this EqIA and how the policy or practice will be monitored in relation to its equality impact (or note where this is specified above). See equalities action plan below. 2. When will the policy/practice next be reviewed? Quarterly at April, August, Dec and Feb (steering group dates tbc with funder). See equalities action plan below. 	
<p>H. Publication of EqIA</p>	
<p>Can this EqIA be published in full, now? Yes this will be published on the SETP section of the CJVSF website alongside project information.</p> <p>If No – please specify when it may be published or indicate restrictions that apply:</p>	
<p>I. Sign-off</p>	
<p>EqIA undertaken by Dee Fraser, Deputy Director</p> <p>Accepted by Chris McCully, Community Justice Project Officer</p> <p>Date: 06/03/2017 revised 15/03/2017</p>	

Equalities Action Plan

Issue	Known Information	Required Information	Existing Measures	Impact	Actions Required	Who Responsible	Target Date
Knowledge of groups with protected characteristics accessing SETP.	SETP does not collect demographic data from attendees. Given this is a 'second- line' project (working with attendees from organisations) it was considered intrusive to collect these data and agreed with the funder that this was not necessary on 13/03/2017.						
Increase our understanding of potential barriers	Booking form data (answers to the question 'do you have any dietary, access or other requirements')	Post- event evaluation data to allow us to know (1) if accessibility needs were met and (2) if there were other barriers that we hadn't identified at time of booking	Pre-event booking question	Positive- will support understanding of potential barriers and ability to solve these in future events	Addition of question to post-event evaluation form	CMcC	31 st March 2017
Baseline our understanding of potential barriers to access	As above	Collation of pre-event data	As above	Positive- will give us a baseline of potential barriers	Ask administrator to collate pre-event data from last year	CMcC	April 2017 steering group meeting (tbc)
Keep potential barriers and solutions under review	Booking form data (answers to the question 'do you have any dietary, access or other requirements')	Post- event evaluation data to allow us to know (1) if accessibility needs were met and (2) if there were other barriers that we hadn't identified at time of booking		Positive- will support understanding of potential barriers and ability to solve these in future events	Collate and analyse pre/post data ahead of each steering group meeting and produce paper	CMcC	April, Aug, Dec, Feb Steering group meetings (tbc)