

Appendix 1

EQUALITY IMPACT: SCREENING AND ASSESSMENT FORM

This form is to be used in conjunction with the Equality Impact Assessment Guidelines. Please refer to these before starting; if you require further guidance contact community.planning@west-dunbarton.gov.uk

Section 1: Policy/Function/Decision (PFD) Details	
A PFD is understood in the broad sense including the full range of functions, activities and decisions the council is responsible for.	
Name of PFD:	Decision to award contract for Business Gateway Expert Help & Workshops September 2017
Lead Department & other departments/ partners involved:	Housing, Environment and Economic Development
Responsible Officer	Gillian Scholes
Impact Assessment Team	Gillian Scholes / Elizabeth Hendry/ Anna Firestone
Is this a new or existing PFD?	Existing
Start date: April 2018	End date: March 2019
Who are the main target groups/ who will be affected by the PFD?	People who live, work, invest or trade within West Dunbartonshire
Is the PFD Relevant to the General duty to eliminate discrimination, promote equal opportunities or foster good relations? Please enter brief detail	<p>This procurement is relevant to all three General duties but particularly to promoting equal opportunities in terms of the procurement of the service and post award, delivery to West Dunbartonshire residents.</p> <p>The screening process has been carried out to ensure that the Council can continue to provide a fair and sustainable service provision across the local authority area.</p>
Yes:	If yes, complete all sections, 2-9
	If no, complete only sections 8-9

	If don't know, complete sections 2 & 3 to help assess relevance
Section 2: Evidence	
Please list the available evidence used to assess the impact of this PFD, including the sources listed below. Please also identify any gaps in evidence and what will be done to address this.	
Available evidence:	
Consultation/ Involvement with community, including individuals or groups or staff as relevant	<p>Since April 2008, West Dunbartonshire Council has operated as Lead Local Authority, managing the Business Gateway service on behalf of East and West Dunbartonshire Councils.</p> <p>The responsible officer is fully integrated within the Business Support team. Reporting to Michael McGuinness, Economic Development Manager, HEED.</p> <p>An option appraisal was undertaken to determine the new delivery model for BG. Discussions were held with other local authorities prior to carrying out the procurement exercise to discuss best options available for delivery.</p> <p>On-going feedback surveys are undertaken with BG clients to obtain feedback on the BG service which includes expert help and workshops.</p>
Research and relevant information	Client feedback information is collected independently on a monthly basis and collated by National Unit to provide feedback to Local Authorities. This includes feedback on expert help and workshops run on behalf of Business Gateway service.
Officer knowledge	<p>The responsible officer is a member of the Business Gateway Operational Network and has contributed to development of the updated National Service Specification.</p> <p>The tender documentation has been developed by experienced economic development professionals. The tender process has been completed in consultation with Legal, Democratic and Regulatory Services and Corporate Procurement Services.</p>
Equality Monitoring information – including service and employee	The service provides a universal model of support, information and advice to residents of West Dunbartonshire who operate, or are seeking to set up a new business in the area. The service is open and through both national and local advertising promoted to all equality groups. Since

monitoring	<p>BG is a national programme, consistent information on legislative requirements of Equal Opportunities, Data Protection etc. are gathered, stored and monitored at local level and monitored and collated by the Business Gateway National Unit.</p> <p>Service usage characteristics are monitored to ensure that uptake of the service by equalities groups is maintained at levels commensurate with expected levels relating to %age of total population.</p> <p>Equality & Diversity Training is carried out within the induction process for all Business Gateway staff.</p>
Feedback from service users, partner or other organisation as relevant	<p>Feedback has been sought from all categories of service users, partners and stakeholder organisations through the independent evaluation carried out in 2011-12. Findings and recommendations were incorporated, where appropriate into the new delivery model.</p> <p>Quality Assurance is also undertaken on an ongoing basis by an external contractor and any comments fed back to local managers for remedial action if required.</p>
Other	N/A
Are there any gaps in evidence? Please indicate how these will be addressed	
Gaps identified	N/A
Measure to address these	
<p><i>Note: Link to Section 6 below Action Plan to address any gaps in evidence</i></p>	

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Section 3: Involvement and Consultation
 Include involvement and consultation relevant to this PFD, including what has already been done and what is required to be done, how this will be taken and results of the consultation.

Please outline details of any involvement or consultation, including dates carried out, protected characteristics. Also include involvement or consultation to be carried out as part of the developing and implementing the policy.

Details of consultations	Dates	Findings	Characteristics
			Race
			Sex
			Gender Reassignment
			Disability
			Age
			Religion/ Belief
			Sexual Orientation
			Civil Partnership/ Marriage
			Pregnancy/ Maternity

<p>Various overarching consultation events and interviews were carried out as part of the independent programme evaluation.</p> <p>Standard programme documentation captures all relevant information which is stored and monitored regularly at national and local level to ensure that equalities groups are proportionately represented in service use.</p>			Cross cutting
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Note: Link to Section 6 below Action Plan

Section 4: Analysis of positive and Negative Impacts

Protected Characteristic	Positive Impact	Negative Impact	No impact
Race			X
Sex			X
Gender Re-assignment			X
Disability			X

Age			X
Religion/ Belief			X
Sexual Orientation			X
Civil Partnership/ Marriage; this PC is not listed as relevant for Specific Duties; however under the General Duty we are required to eliminate any discrimination for this PC.			
Cross Cutting			<p>To maintain an inclusive and accessible service, the procurement policy has followed relevant law, guidance and good practice.</p> <p>The programme contributes to the achievement of the objectives of the WDC Economic Development Strategy 2015-20</p> <p>Increase the number of business start ups in West Dunbartonshire and provide support to existing businesses to promote local economic growth and increased employment</p>
<i>Note: Link to Section 6 below Action Plan in terms of addressing impacts</i>			

Section 5: Addressing impacts

Select which of the following apply (use can choose more than one) and give a brief explanation – to be expanded in Section 6: Action Plan

1. No major change	The procurement exercise has complied with the Council's procurement guidelines. WDC Equality and Diversity guidance on procurement has been considered. Programme documentation has been developed with consideration of Equality, Health & Human Rights obligations under the general and specific duties. No likely significant negative impacts where identified during the impact assessment.
2. Continue the PFD	
3. Adjust the PFD	
4. Stop and remove the PFD	

Give reasons: The implementation will follow EHRC guidance and has been designed to drive workforce equalities by sending a clear message of commitment and gathering wider and more robust data.

Note: Link to Section 6 below Action Plan

Section 6: Action Plan describe action which will be taken following the assessment in order to; reduce or remove any negative impacts, promote any positive impacts, or gather further information or evidence or further consultation				
Action	Responsible person	Intended outcome	Date	Protected Characteristic
				Disability
				Gender
				Gender Reassignment
				Race
				Age
				Religion/ Belief
				Sexual Orientation
				Civil Partnership/ Marriage
				Pregnancy/ Maternity
Monitoring of any complaints by equality group	BG National Unit	Ensure that services are being delivered fairly		Cross cutting
Are there any negative impacts which cannot be reduced or removed? please outline the reasons for continuing the PFD				
None apparent				

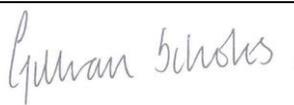
Section 7: Monitoring and review

Please detail the arrangements for review and monitoring of the policy

How will the PFD be monitored? What equalities monitoring will be put in place?	Programme outcomes and data integrity on Customer Relationship Management (CRM) system are monitored on a monthly basis. There are annual targets for participation by minority groups. Any complaints will also be monitoring with regard to equalities groupings. The policy will be monitored by reporting through departmental structures and on Covalent.
When will the PFD be reviewed?	The policy is scheduled to be reviewed in March 2019.
Is there any procurement involved in this PFD? If yes please confirm that you have read the WDC Equality and Diversity guidance on procurement	WDC Equality and Diversity guidance was considered in procurement exercise.

Section 8: Signatures

The following signatures are required:

Lead/ Responsible Officer:	Signature: 	Date: 21/08/17
EIA Trained Officer:	Signature: 	Date: 21/08/17

Section 9: Follow up action

Publishing: Forward to community Planning and Policy for inclusion on intranet/internet pages	Signature:	Date:
Service planning: Link to service planning/ covalent – update your service plan/ covalent actions accordingly	Signature:	Date:
Give details, insert name and number of covalent action and or related PI:		

<p>Committee Reporting: complete relevant paragraph on committee report and provide further information as necessary</p>	<p>Signature:</p>	<p>Date:</p>
<p>Completed form: completed forms retained within department and copy passed to Policy Development Officer (Equality) within the CPP team</p>	<p>Signature:</p>	<p>Date:</p>