



Equality Impact Assessment Stage 1: Initial Screening Questionnaire

NAME OF IMPACT ASSESSMENT

Impact Assessment Reference Code *To be allocated by Head of Diversity*

Please give a name to this impact assessment which sums up clearly, but in as few words as possible, the process, policy or function being assessed

Name

1. AIMS AND OBJECTIVES

Criteria / Category	Guidance (<i>to be replaced by content as the form is completed</i>)
1.1 Overall aim and objectives	<i>What are the overall aims and objectives of the process/policy/project?</i>
1.2 Context and background	<i>What is the current context in which the process/policy/project sits (are there current systems in place? What are the drivers for change?)</i>

2. STRATEGIC FIT

2.1 Strategic benefits	<i>Outline which areas of the Society's Strategy, or high-level operational objectives, the process/policy/project will benefit – please provide specific references</i>
2.2 Strategic risks	<i>Outline any potential risks to the Society's Strategy EITHER from implementation of the process/policy/project or from not implementing the process/policy/project</i>
2.3 Business need	<i>Describe the business need that will be met by the process/policy/project – will it increase revenue to the Society either directly or indirectly, will it improve business performance or efficiency, will it cut costs?</i>
2.4 Membership benefit	<i>How will the planned process/policy/project benefit the members of the Society, either directly or indirectly?</i>
2.5 Public and/or client benefit	<i>How will the planned process/policy/project benefit members of the public (Increased protection? Tackling informational asymmetry?) and/or the clients of Scottish solicitors?</i>
2.6 Stakeholders	<i>Outline the main stakeholder groups and their contribution to the process/policy/project; note any potential conflicts between different stakeholder groups and their demands</i>
2.7 Critical success factors	<i>Define the critical success factors for the project – set SMART objectives against which an internal/external audit of performance would judge the success of the project</i>



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3. EQUALITY IMPACT

This section should only be completed by someone who has attended the Society's internal Equality and Diversity training and who is familiar with the legislative and policy equality framework. A concise summary, and key definitions, can be found in chapters 3, 5, and 6 of the Equality and Diversity Strategy (http://www.lawscot.org.uk/diversity/equality_strategy.aspx)

3.1 Will the project assist in meeting one of the strategic aims of the organisation, or the strategic aims of the supporting equality strategy:

This relates directly to the Society's aims to lead debate within the legal sector, to set standards, to encourage flexible and innovative forms of practice and to build strong relationships with stakeholder groups. The equality aims are:

3.2 Please allocate a '1' to each box where you feel there may be an implication – it may be best to discuss this in a group and brainstorm the possible consequence of different actions

	Age	Disability	Gender	Marital Status	Race/ethnicity	Religion & Belief	Sexual Orientation	Total (row)
Is there an opportunity to <u>positively promote equality between</u> members of the protected groups?								
Is there an opportunity to promote <u>positive attitudes towards</u> members of the protected groups?								
Is there an opportunity to <u>eliminate unlawful discrimination</u> ?								
Is there an opportunity to encourage <u>greater participation</u> of the protected groups?								
Is there an opportunity to eliminate or reduce the possibility of <u>harassment and or victimisation</u> based on the protected grounds?								
Is there <u>evidence</u> (internal or external) to suggest that there may be different treatment or outcomes?								
Is there a <u>likelihood there will be concern</u> in the profession, public, or stakeholder groups as to equality?								
Will it be necessary to take steps to ensure the needs of all groups are met, even where this <u>involves different/more favourable treatments</u> (as allowed by law)?								
Total (column)								X

(for any scores marked '**' see notes in Section 5)

TOTAL

The total possible score is 56:

- **If more than five rows score '4' or above the Head of Diversity should be contacted**
- **If more than five columns score '4' or above the Head of Diversity should be contacted**
- **If the total score is '25' or above then the Head of Diversity should be contacted**

For such projects it is likely that a full Equality Impact Assessment will be required



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3. EQUALITY IMPACT (cont.)

3.3 How can the 'groups' listed above be involved and/or consulted during the project?	<i>The Society has statutory duties to involve these groups in planning and design of significant new (or significantly altered) projects, processes, and procedures. What activity is being built into this project to ensure this is taking place?</i>
3.4 Does this need to be discussed further with the Head of Diversity?	<i>Yes/No - In association with the line-manager a decision should be made as to whether the direct involvement of the Head of Diversity is needed at this planning stage. If not required now, a date/project milestone may need to be set for a later point where input might be required</i>
3.5 Comments and sign-off from Head of Diversity	<i>Name / date of sign-off + comments / advice + location of full impact assessment (where appropriate)</i>

4. SIGN-OFF

	Details		
Who is responsible for this area of work?			
Which department and/or committee is responsible for this area of work?			
	Draft Plan	Final Plan	Complete (Projects only)
Who completed this impact assessment?	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Line Manager / Head of Dept.	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Chief/Deputy Chief Exec. (where required)	<i>Name + Date</i>	<i>Name + Date</i>	<i>Name + Date</i>
Senior Management Team (where required)	<i>Date of meeting</i>	<i>Date of meeting</i>	<i>Date of meeting</i>
President's Committee / Other Committee (where required)	<i>n/a</i>	<i>Date of meeting</i>	<i>Date of meeting</i>
Council (where required)	<i>n/a</i>	<i>Date of meeting</i>	<i>Date of meeting</i>

5. NOTES

Is there any additional information or justification which it is relevant to log?