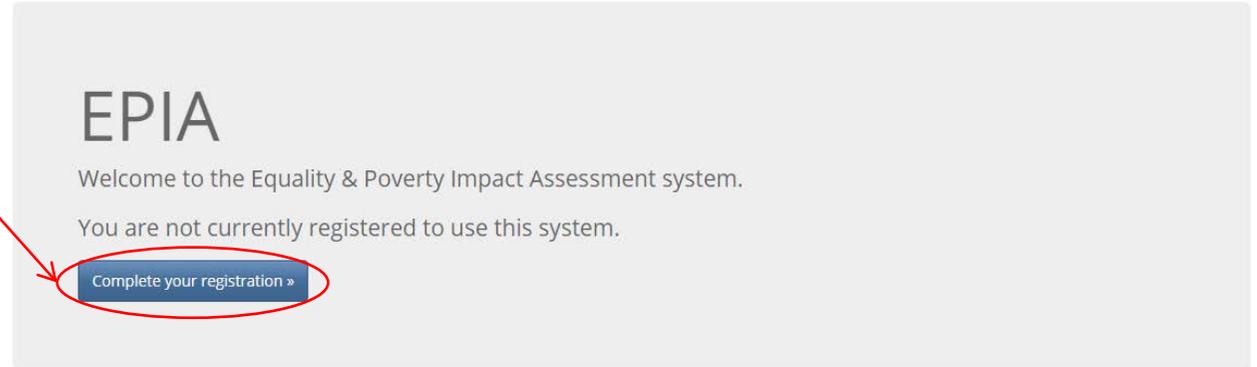


# GUIDANCE ON COMPLETING THE EQUALITY AND POVERTY IMPACT ASSESSMENT (EPIA)

## 1. Getting Started

You will be provided with a link to the EPIA software system. You need to complete your registration on the system before you can register and complete EPIAs. The details you register allow the system to populate some areas of the EPIA for you. It also uses your email address to send alerts at different stages of the process. These emails can let you know you need to do something in the system or are just for information.



Complete your details. As advised above the details will appear on the EPIA so choose which telephone number you are happy with being shown, i.e. extension or work mobile. **If you use your own mobile you must remember that we have a statutory requirement to publish full EPIAs and your own number will be shown.**

The system does not require the use of passwords. Once you are registered and you use the link / shortcut to the system it will take you straight to the home screen.

Once you are happy with your details click on save. This will take you to the system home screen where you can start registering your EPIA.

## 2. System home screen

This is the system home screen where you can access different registers and register a new EPIA.

The screenshot shows the EPIA system home screen. At the top is a dark blue navigation bar with four buttons: 'EPIA' (with a home icon), 'EPIAs' (with a dropdown arrow), 'Admin' (with a dropdown arrow), and 'Contact'. A white box labeled 'Useful contacts.' is positioned to the right of the navigation bar. Below the navigation bar, the main content area has a light gray background. It features the text 'EPIA' in large font, followed by 'Welcome to the Equality & Poverty Impact Assessment system.' and 'Click on one of the options above in order to get started. Or click below to register your new EPIA\* or to view your EPIA To Do list.' Below this text are two buttons: 'Register My EPIA »' and 'My To Do List »'. A small asterisked note at the bottom reads: '\*Please note, your line manager is also required to be set up as a user in the system before you can successfully register your new EPIA.'

Home button - will always bring you back to this screen no matter where you are in the system.

Drop down menu:

- My EPIA To Do List ← EPIAs you have to action
- Current EPIA Register ← All your EPIAs including those that need no action
- Completed EPIA Register ← Your completed EPIAs

Useful contacts.

This button will only appear on those with administration rights to the system.

Start a new EPIA by clicking here to register the EPIA.

This will show only the EPIAs you are connected with.

### 3. Registering a new EPIA

#### Basic Details

**Lead officer**

**Division**

**Telephone**

**Proposal**

**Service**

**Team**

**Email**

**Ref No**

#### Workflow Details

**Lead officer manager**

Your line manager is required to be set up as a user in the system before you can register this EPIA.

**Task group member**

**Chief officer signoff**

The system will populate the greyed out fields automatically when the Lead Officer is added. This comes from the details when Officers registered on the system.

This usually only applies to budget proposals and is the same as the reference used in the budget book.

The proposal name should accurately reflect the proposal and any supporting options associated with the proposal.

This is the person who will have final sign off on the EPIA and will be automatically populated as the Director of the Service of the Lead Officer. In their absence it can be changed to another Chief Officer.

This is a drop down list. You should select your Manager (or the person who has asked you to complete an EPIA). If their name isn't on the list you need to tell them to register on the system.

This will be automatically populated depending on the Service of the Lead Officer.

Click here to register the basic and workflow details of the EPIA.

### 4. The EPIA Registers

EPIA	Reference	Proposal	Lead Officer	Lead Officer Manager	Chief Officer Signoff	Task Group Member	Service: Division	Current Status
00088	---	Test Demo	Lead Officer1	Lead Officer Manager1	Director Development Services	EPIA Coordinator Task Group Development	Development: Environmental Services	Full EPIA Final Stage
00087	---	test two	Linda Gilliland	Lead Officer3	Fiona Campbell	Dawn Turnbull	Corporate and Housing: Policy, Technology & Improvement	Initial EPIA Draft

Filters to allow you to do a quick search.

The column headings summarise the EPIAs basic and workflow details. Last column gives information on the current status of the EPIAs.

The names or titles that are highlighted indicate where EPIAs are in the workflow and who is required to take the next action. Click anywhere on the rows and it will take you to the EPIA details screen.

## 5. EPIA Details Screen

Equality & Poverty Impact Assessment Details 00107

The screenshot displays the 'EPIA Details Screen' for 'Equality & Poverty Impact Assessment Details 00107'. It features three tabs: 'Basic Details', 'Workflow Details', and 'Audit Trail'. The 'Basic Details' tab is active, showing a table of information: Lead Officer (Dawn Turnbull), Division (None), Telephone (6188), Proposal (Test for Guidance), Service (Corporate and Housing), Team (Directorate), Email (dawn.turnbull@falkirk.gov.uk), and Ref No (---). A 'Back to Register' button is located below the table. The 'Current Documents' section shows a status of 'EPIA Registered' and an 'Actions' menu with a 'Create Initial EPIA' button. Below this, there are two sections for 'Initial EPIA document' and 'Full EPIA document', both showing 'No current document'.

The EPIA reference number for the EPIA you selected from the register.

This shows the workflow details information for the EPIA when you registered it (section 3 above).

Takes you back to the current EPIAs register.

This shows the current status of the EPIA. This example shows that an EPIA has been registered.

This section will show the list of actions available to you as you go through the workflow of an EPIA.

The only option on this example is to create an initial EPIA as the current status shows the EPIA has only been registered.

These sections will have a link to view your initial and full EPIAs as you work through the system. There will also be a button to allow you to edit either the initial or full EPIA. In this example there are no documents as they have not been created yet.

## 6. Creating the initial EPIA

Create Initial Equality & Poverty Impact Assessment 00076

Service	Corporate and Housing	Lead Officer	Ruth McDonald
Division	Policy, Technology & Improvement	Telephone	01324 506186
Team	Policy	Email	ruth.mcdonald@falkirk.gov.uk
Proposal	<input type="text" value="sss"/>		
Does the proposal impact on people? If yes, a full EPIA will be requested		<input type="radio"/> Yes <input type="radio"/> No <small>Reset</small>	If no, please explain why <input type="text"/>
Lead Officer Signature	<input type="text"/>	Date	<input type="text"/>
<input type="button" value="Add Signature"/>			
Chief Officer Signature	<input type="text"/>	Date	<input type="text"/>
<input type="button" value="Create"/> <input type="button" value="Cancel"/>			

These details will be pre-populated for you based on the information when you registered the EPIA.

You need to consider if the EPIA proposal will have an impact on people, e.g. staff, service users, citizens etc.

If it does you need to choose yes and a full EPIA will be required. If you choose no you will need to explain why. The system will not let you proceed if you do not write an explanation.

Once you have completed the impact section click here to add your electronic signature. The date will automatically be added.

Click here to complete the initial EPIA. If you click cancel it will take you back to your details screen (section 5 above) and the impact information will not be saved.

## 7. EPIA Details Screen

Current Documents

Status	Initial EPIA Draft	Actions	<input type="button" value="Send Initial EPIA for checking"/>
Initial EPIA document		Full EPIA document	
<input type="button" value="Edit Initial EPIA"/>		No current document	
Lead officer	Dawn Turnbull		
Created on	02/11/2018 11:14		
Created by	Dawn Turnbull		
Last update on	02/11/2018 11:14		
Last update by	Dawn Turnbull		
<a href="#">Click to view initial EPIA document and comments</a>			

Once you have created the initial EPIA the system will take you back to the details screen. You will notice that the status has changed. Your EPIA is now in draft.

The action now available is to submit the initial EPIA for checking. This will be sent along the workflow to your Service's representative on the EPIA Task Group.

You can edit your EPIA here if needed.

You can view your initial EPIA and add comments. Comments are available for everyone with access to your EPIA to see. These are additional comments and do not appear in the EPIA. They could be questions throughout the workflow or just a comment to your thought process.

## 8. Viewing your initial EPIA

Initial Equality & Poverty Impact Assessment 00107 (Version 1)

Print

You can view your EPIA as a PDF or print a copy.

<b>Service</b>	Corporate and Housing	<b>Lead Officer</b>	Dawn Turnbull
<b>Division</b>	None	<b>Telephone</b>	6188
<b>Team</b>	Directorate	<b>Email</b>	<a href="mailto:dawn.turnbull@falkirk.gov.uk">dawn.turnbull@falkirk.gov.uk</a>
<b>Proposal</b>	Test for Guidance	<b>Ref No</b>	

Does the proposal impact on people?  
If yes, a full EPIA will be requested

Yes  No

If no, please explain why

<b>Lead Officer Signature</b>	Dawn Turnbull	<b>Date</b>	02/11/2018
<b>Chief Officer Signature</b>		<b>Date</b>	

[Edit Initial EPIA](#) [Back to EPIA details](#) [Back to Register](#)

Status **Initial EPIA Draft** Actions [» Send Initial EPIA for checking](#)

Initial EPIA additional comments (these do not appear in the EPIA)

Add your comment here

Send email?

[Submit new comment](#)

No previous comments to display

Remember EPIAs are public documents. They are available upon request and full EPIAs are published on the website. You should be comfortable with what you have written at all stages of completing an EPIA.

If you are happy with your draft you can send for checking. If you have any queries you can discuss with your Manager before sending. You could also add a comment and your Manager will get an alert.

This is where comments can be added and submitted. For this example there have been no comments added.

Status	Comment history	Comment
New 👍	Added 03/10/2018 by Linda Gilliland	This is to test the comments section for the guidance

This is how it will look when a comment has been added.

## 9. Initial EPIA Complete

The screenshot shows the 'Current Documents' interface. At the top, the status is 'Initial EPIA Complete'. Below this, there are two document sections: 'Initial EPIA document' and 'Full EPIA document'. The 'Initial EPIA document' section contains the following details:

- Lead officer: Dawn Turnbull
- Created on: 17/10/2018 16:47
- Created by: Dawn Turnbull
- Last update on: 17/10/2018 16:47
- Last update by: Dawn Turnbull

At the bottom of the 'Initial EPIA document' section, there is a link: [Click to view initial EPIA document and comments](#). The 'Full EPIA document' section shows 'No current document'. The 'Actions' section at the top right states: 'There are no actions available to you at present.'

Once the initial EPIA has been signed off by a Chief Officer your details screen will be updated. The status will have changed to Initial EPIA Complete. You will also get an email alert advising it is signed off.

As the initial EPIA is complete there are no actions available for you to take.

You can view the completed initial EPIA and see who has it signed off. You also have the option to print the EPIA.

## 10. Full EPIA Required

EPIA	Reference	Proposal	Lead Officer	Lead Officer Manager	Chief Officer Signoff	Task Group Member	Service: Division	Current Status
00099	V2	Testing edit details button	Dawn Turnbull	Linda Gilliland	Fiona Campbell	Dawn Turnbull	Corporate and Housing: None	Full EPIA Required

Your register will show the current status of your EPIA. This example shows a full EPIA is required. Click anywhere on the row to open your details screen.

The screenshot shows the 'Current Documents' interface for an EPIA with status 'Full EPIA Required'. At the top, the status is 'Full EPIA Required'. Below this, there are two document sections: 'Initial EPIA document' and 'Full EPIA document'. The 'Initial EPIA document' section contains the following details:

- Lead officer: Dawn Turnbull
- Created on: 02/11/2018 11:14
- Created by: Dawn Turnbull
- Last update on: 05/11/2018 10:22
- Last update by: Dawn Turnbull
- Comment count: Total: 1 New: 1
- Last comment on: 02/11/2018
- Last comment by: Dawn Turnbull

At the bottom of the 'Initial EPIA document' section, there is a link: [Click to view initial EPIA document and comments](#). The 'Full EPIA document' section shows 'No current document'. The 'Actions' section at the top right contains a button: 'Create Full EPIA'.

The status shows the full EPIA is required.

Click here to start your full EPIA.

You can view the completed initial EPIA and see who has it signed off. You also have the option to print the EPIA. This is always accessible in your details screen as you progress through the full EPIA.

## 11. Creating a Full EPIA

The EPIA reference remains the same throughout, i.e. the one proposal will have the same reference for the initial EPIA and full.

This part of Section 1 is captured from the initial EPIA and you do not need to populate.

You can choose more than one option here but you must choose one. The system will not allow you to proceed until you choose what type of proposal it is.

This is the first stage of the process for you to consider the impact of your proposal. You can choose more than one option here but you must choose one. The system will not allow you to proceed until you choose who the proposal will affect.

Click here to complete the other sections of the full EPIA.

Create Full Equality & Poverty Impact Assessment 00107

**Section 1: Essential Information**

Service: Corporate and Housing  
Division: None  
Team: Directorate  
Proposal: **B** **U** **A** **U** **S**  
Test for Guidance

Lead Officer: Dawn Turnbull  
Telephone: 6188  
Email: dawn.turnbull@falkirk.gov.uk  
Ref No:

What is the Proposal?	Budget & Other Financial Decision	Policy (New Or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset			

Who does the Proposal affect?

Service Users	Members of the Public	Employees	Job Applicants
<input type="radio"/> Yes <input checked="" type="radio"/> No Reset			

Other, please specify:

**Create & Continue** **Cancel**

## 12. Essential Information

Edit Full Equality & Poverty Impact Assessment 00107 (Version 1)

Last updated: 05/11/2018 10:50:19

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Section 11

**Section 1: Essential Information**

Service: Corporate and Housing  
Division: None  
Team: Directorate  
Proposal: Test for Guidance

Lead Officer: Dawn Turnbull  
Telephone: 6188  
Email: dawn.turnbull@falkirk.gov.uk  
Ref No:

What is the Proposal?	Budget & Other Financial Decision	Policy (New Or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
<input checked="" type="radio"/> Yes <input type="radio"/> No Reset				

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
<input checked="" type="radio"/> Yes <input type="radio"/> No Reset				

Other, please specify:

Identify the main aims and projected outcome of this proposal (please add date of each update)  
You are required to enter at least one aim or outcome before sending this Full EPIA for checking.

Date	Aim or projected outcome

This shows the version, the date and time the EPIA was last updated.

This section and up to section 9 has to be completed. Section 10 and 11 will be visible to you but you will not be able to edit them.

Replicating what you selected previously but you can change here if needed.

You should also keep adding to this section if there are any changes to the proposal. If there are significant changes further consultation and engagement may be required.

**Save** – you can save each section as you move through the EPIA. You can move through sections without having to save each time but if you cancel at another section nothing will be saved.  
**Save & close** – saves all changes and returns you to the details page. You can save and close and come back to the EPIA at a future time.  
**Cancel** – does not save the work you have done at the current session. Anything input previously and saved will still be available.

Save Save & Close Cancel

### 13. Register, EPIA Details Screen

EPIA	Reference	Proposal	Lead Officer	Lead Officer Manager	Chief Officer Signoff	Task Group Member	Service: Division	Current Status
00107	---	Test for Guidance	Dawn Turnbull	Linda Gilliland	Director C&H Services	Dawn Turnbull	Corporate and Housing	Full EPIA Draft

Your register shows the current status of your EPIA. This example shows a full EPIA draft. Click anywhere on the row to open your details screen.

Status **Full EPIA Draft** Actions **Full EPIA not ready for checking**

**Initial EPIA document**

Lead officer: Dawn Turnbull  
 Created on: 02/11/2018 11:14  
 Created by: Dawn Turnbull  
 Last update on: 05/11/2018 10:22  
 Last update by: Dawn Turnbull

Comment count: Total: 1 New: 1  
 Last comment on: 02/11/2018  
 Last comment by: Dawn Turnbull

[Click to view initial EPIA document and comments](#)

**Full EPIA document**

Lead officer: Dawn Turnbull  
 Created on: 05/11/2018 10:50  
 Created by: Dawn Turnbull  
 Last update on: 05/11/2018 11:35  
 Last update by: Dawn Turnbull

[Click to view full EPIA document and comments](#)

The status shows the full EPIA is in draft.

As the full EPIA is in draft you cannot send it on for checking. All the sections within the full EPIA that are required have not been completed. You can click here to edit.

Click here to edit your draft full EPIA.

Click here to view the draft full EPIA and any comments that have been added. This is read only. Once you click here there is a further option on the next screen to edit your draft full EPIA.

[Edit Full EPIA](#) [Back to EPIA details](#) [Back to Register](#)

Status **Full EPIA Draft** Actions **Full EPIA not ready for checking**

Full EPIA additional comments (these do not appear in the EPIA)

Add your comment here

Applies to? General comment Send email?  [Submit new comment](#)

No previous comments to display

The status, actions and comments will appear at the bottom of every section in the read only document. You can add comments as you read through.

If you are in view only you can continue completing your full EPIA here. As above, this will appear in each section so you can start editing at any time.

You can add comments that apply to the full EPIA and say what section your comments refer to. Then submit your comment.

## 14. Financial Information

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Section 11

Section 2: Financial Information

For budget changes ONLY please include information below

Benchmark e.g. Scottish Average

Current spend on this service (£'000s) Total		
Reduction to this service budget (£'000s) Per Annum		
Increase to this service budget (£'000s) Per Annum		
If this is a change to a charge or concession please complete.	Current Annual Income Total	
	Expected Annual Income Total	
If this is a budget decision, when will the saving be achieved?	Start Date	---
	End Date	---

This section needs to be completed for all budget changes.

Benchmarking information should be included when the change applies to a charge or a concession and where evidence or information can be obtained from other local authorities or similar services.

Save Save & Close Cancel

As explained in section 12 above.

## 15. Evidence

It is important that your evidence shows how your proposal might impact on people with protected characteristics and those who experience socio-economic disadvantage. If you do not have this information you need to think about how it can be obtained in order to move on with your proposal. If you do not have evidence you are unlikely to be able to determine the level of impact your proposal is likely to have.

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Section 11

Section 3: Evidence

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

B U [ ] [ ] [ ]

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal /group feedback / other

B U [ ] [ ] [ ]

## Evidence cont...

It is important that your evidence shows how your proposal might impact on people with protected characteristics and those who experience socio-economic disadvantage. If you do not have this information you need to think about how it can be obtained in order to move on with your proposal. If you do not have evidence you are unlikely to be able to determine the level of impact your proposal is likely to have.

Best Judgment	
Has best judgement been used in place of data/research/evidence?	<input checked="" type="radio"/> Yes <input type="radio"/> No <span>Reset</span>
Who provided the best judgement and what was this based on?	<input type="text"/>
What gaps in data / information were identified?	<input type="text"/>
Is further research necessary	<input checked="" type="radio"/> Yes <input type="radio"/> No <span>Reset</span>
If NO, please state why	<input type="text"/>

## 16. Engagement

As part of the Fairer Scotland duty there is clear expectation that engagement will take place. This when you are gathering information from your service users you should also be asking them for data about their protected characteristics and socio-economic background. *You will not be asking what they think about the change. You are asking them how the change impacts them (if at all) and how we can reduce (mitigate) the impact.*

Section 4: Engagement	
Engagement with individuals or organisations affected by the policy or proposal must take place	
<i>You are required to complete details of engagement or consultation before sending this Full EPIA for checking.</i>	
Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	<input checked="" type="radio"/> Yes <input type="radio"/> No <span>Reset</span>
If YES, please state who was engagement with	<input type="text"/>
If NO engagement has been conducted, please state why	<input type="text"/>

## Engagement cont...

If you have decided to change your proposal, or mitigate the proposal in some way, you should record this in section 1 of the EPIA – Essential Information. You should also consider if you need to re-engage if the proposal is revised / changed or if you find the engagement is insufficient.

How was the engagement carried out?		What were the results from the engagement? please list...
Focus Group	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Survey	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Display / Exhibitions	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
User Panels	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Public Event	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Other: please specify		<input type="text"/>
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Have the results of the engagement been fed back to the consultees?	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Is further engagement recommended?	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>

## 17. Assessing the Impact

The proposal can affect more than one protected characteristic. You can select an impact for more than one but you do not need to refer to them all.

You can only choose one impact per characteristic and must provide evidence of how you came to this.

To determine the impact is to look at how people with protected characteristics are affected as a result of the change. Is the difference neutral (the impact is balanced) or is there a positive or a negative impact. You will be required to provide evidence of the impact.

If you do not any evidence you cannot choose an impact because you do not know. If this case you should write unknown in the evidence column.

These refer to the [Fairer Scotland Duty](#) and how our strategic decisions impact on the socio-economic status of individuals or groups. They also refers to geographic communities or communities of interest that have high levels of disadvantage, e.g. looked after children, care leavers, carers or people involved with the criminal justice system.

This refers to other risks and any risk to the Council. Does the proposal result in a different risk, e.g. reputational, financial etc. For further advice you can contact the Council's Corporate Risk Co-ordinator on ext. 6286.

Section 5: Assessing The Impact

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, public protection etc.

You are required to provide an assessment of the impact on protected characteristics before sending this Full EPIA for checking

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic
Age	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Disability	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Sex	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Ethnicity	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Religion / Belief / non-Belief	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Sexual Orientation	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Transgender	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Pregnancy / Maternity	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Marriage / Civil Partnership	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Poverty	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Other, health, community justice, public protection etc	<input type="radio"/>	<input type="radio"/> Reset	<input type="radio"/>	
Risk (Identify other risks associated with this change)				

## Assessing the Impact cont...

Due regard means you have to demonstrate you have given fair consideration and enough attention to the evidence in relation to eliminating unlawful discrimination, advancing equality of opportunity and to fostering good relations.

**Public Sector Equality Duty:** Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct)	<input type="text"/>
Advance Equality of Opportunity	<input type="text"/>
Foster Good Relations (promoting understanding and reducing prejudice)	<input type="text"/>

## 18. Partner / Other Stakeholders

Only select the partners / other stakeholders that apply.

The interest / affect must be added if you select a partner / other stakeholder. You will not be able to send your EPIA to the next stage without this information.

**Section 6: Partners / Other Stakeholders**

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Councils	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Education Sector	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Fire	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
NHS	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Integrated Joint Board	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Police	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Third Sector	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Other(s): please list and describe the nature of the relationship / impact.		<input type="text"/>

## 19. Action Planning

Refer to engagement and assessing the impact (sections four and five of the EPIA). You should list the impacts you identified on each of the protected characteristic groups and what the recommendations that need to be taken to mitigate the risk.

Once these actions are agreed they need to be implemented or the mitigation will not take effect. You will also run the risk of being challenged on the decision of the proposal if the mitigation does not take place.

If evidence shows there are negative impacts on protected characteristic groups and there are no mitigating actions listed above you should explain the reasons for this.

### Section 7: Action Planning

You are required to complete either the Mitigating Actions section or the No Mitigating Actions section before sending this Full EPIA for checking.

**Mitigating Actions:** If you have identified impacts on protected characteristic groups in **Section 5** please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

**No Mitigating Actions**

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

**B U**

Are actions being reported to Members?  Yes  No [Reset](#)

If yes when and how

**B U**

## 20. Assessment Outcome

Section 8: Assessment Outcome

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.  
You are required to select one outcome before sending this Full EPIA for checking.

No major change required	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
The proposal has to be adjusted to reduce impact on protected characteristic groups	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>
Stop the proposal as it is potentially in breach of equality legislation	<input type="radio"/> Yes <input checked="" type="radio"/> No Reset	<input type="text"/>

You have to answer yes to one of these and provide your reasoning.

## 21. Lead Officer Sign Off

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Section 11

Section 9: Lead Officer Sign Off

Lead Officer

You are required to add your signature before sending this Full EPIA for checking.

Signature  Date

Add Signature

After you have completed all the required details in sections 1 to 8 and added your signature, please press "Save & Close" and send your EPIA for checking.

Sections 10 and 11 will be visible to you but you will be unable to edit them.

Click to add your electronic signature. The date will populate automatically.

This is the final section for the lead officer to complete. If you have not completed the "required" sections of the EPIA you will be unable to send for checking. Make sure you have completed all the required sections then save & close.

## 22. EPIA Details Screen

The screenshot shows the EPIA Details Screen. At the top, the status is 'Full EPIA Draft' and the actions include '>> Send Full EPIA for checking'. Below this, there are two sections: 'Initial EPIA document' and 'Full EPIA document'. The 'Initial EPIA document' section lists details such as Lead officer (Dawn Turnbull), Created on (02/11/2018 11:14), Created by (Dawn Turnbull), Last update on (05/11/2018 10:22), Last update by (Dawn Turnbull), Comment count (Total: 1 New: 1), Last comment on (02/11/2018), and Last comment by (Dawn Turnbull). The 'Full EPIA document' section lists similar details: Lead officer (Dawn Turnbull), Created on (05/11/2018 10:50), Created by (Dawn Turnbull), Last update on (05/11/2018 16:34), and Last update by (Dawn Turnbull). There are also links to view the full EPIA document and comments for both sections.

Your EPIA is still draft and you can edit this at any time (see section 13 above) before sending it for checking.

You can now send the full EPIA for checking. This will go to your service representative on the EPIA Task Group. Your representative will either return to you with suggested changes / comments or will send to the EPIA Co-ordinator for a final check / professional advice.

## 23. Emails

The screenshot shows an email notification titled 'Equality and Poverty Impact Assessment: Status update for EPIA proposal 00074'. The email content includes:

- Action Taken:** Action by: Linda Gilliland. Action taken: A new comment has been added to the Full EPIA.
- Although you have identified that the proposal will impact on particular the BME community you have not identified any mitigation or detailed how you will deliver this
- Current Status:** Status: Full EPIA Task Group Check. Description: The full EPIA document is assigned to the EPIA Task Group for checking.
- EPIA Summary:** Proposal: To consider options for ETU reduction of K205K reduction of £100 k total closure. Lead Officer: Linda Gilliland. Lead Officer Manager: Senior Manager1. Chief Officer Signoff: Director C&H Services. Task Group Member: Task Group C&H.
- [Click to view the EPIA details.](#)

At the bottom, there is a footer: 'Falkirk Council - Equality & Poverty Impact Assessments'.

Email alerts are sent at appropriate stages throughout the process to relevant Officers. It may just advise comments have been added to an EPIA, the EPIA has been sent for checking, final checking or for sign off. The email alert will always advise what proposal it refers to.

All emails have a standard layout advising what action has been taken and by who, the current status and a summary of the EPIA. The summary shows who is responsible for each of the actions throughout the workflow.

The email will also have a quick link to the EPIA. This will take you directly to the details screen for the EPIA.

## 24. EPIA Details Screen

The screenshot shows the EPIA Details Screen. At the top, there are three buttons: 'Edit Full EPIA', 'Back to EPIA details', and 'Back to Register'. Below these is a header bar with 'Status' set to 'Full EPIA Draft' and 'Actions' containing a 'Send Full EPIA for checking' button. The main area is titled 'Full EPIA Comments' and includes a text input field for comments, a dropdown menu for 'Applies to?' (set to 'General comment'), a 'Send email?' checkbox (checked), and a 'Submit new comment' button. At the bottom, there is a table with columns for 'Status', 'Comment history', 'Applies to', and 'Comment'. The 'Comment history' column contains a red circle around the text 'Added 18/10/2018 by Dawn Turnbull'. The 'Applies to' column contains 'General comment' and the 'Comment' column contains 'Test edit details button...'. Red arrows point from the 'Send Full EPIA for checking' button and the 'Comment history' table to explanatory text boxes on the right.

The EPIA details screen will open when you click the link in the email. You can edit the EPIA if required / requested (see section 13 above).

If you resend at this point you will not have made any changes. Once you do make the required / requested changes and saved them you then resend the full EPIA for checking.

The comment history is always available at the bottom of the details screen.

## 25. What happens next...

Once you send the full EPIA for checking it goes to your service representative. It will be returned to you if more information is required or needs clarified. The EPIA then goes on to the EPIA Co-ordinator for a professional check and then to the Director, or another Chief Officer in their absence, for sign off. Throughout the process email alerts are sent to either you, your line manager, your service representative, the EPIA Co-ordinator or your Director to advise if you have an action to take, if comments have been added, to advise where the EPIA is in the workflow or if the EPIA has been signed off.

Once the EPIA has been signed off it should be provided to Members to assist in the decision making process. This could accompany a committee report or be provided in advance of them making budget decisions.

Once a decision has been approved the full EPIA should be published – this is a statutory requirement.