EQUALITY AND POVERTY IMPACT ASSESSMENT (EPIA) PROCESS SUMMARY

# About

The Partnership’s Integration Joint Board requires decision makers and managers to be conscious of equality and poverty implications when making decisions about changes to policy, practice, and services.

A key decision means a Board or service executive decision which falls within the following categories:

* a decision relating to the approval of or variation to the Partnership’s budget or policy framework
* a decision which is likely to have a significant positive or negative equality and / or poverty impact on people living or working within the environment of the Partnership.

Equality and Poverty Impact Assessments (EPIA) contribute to evidencing robust and fair decision making.

EPIA’s should be developed for all key proposals and decisions which are likely to impact on the citizens of Falkirk and employees within the Partnership.

Completed EPIA’s will be published to allow stakeholders and the public access to this process as well as being able to demonstrate legal compliance.

Follow the steps on the next page to complete an EPIA for your project or service redesign.

# Step 1:

Establish whether a full EPIA should be undertaken by completing and filing an initial screening. If yes, complete the following steps.

# Step 2: Development Stage

**The development stage of an EPIA** is the same as the development phase of any process; be it budget setting; policy development; service review or a change in working practice. This provides evidence and information on what options are achievable, workable from a service and community viewpoint in the short, medium and long term.

* Identify Service Lead Officer to carry out the assessment
* Consider which groups of the population/parts of the district/partners would be affected and how
* Map out stakeholders – who needs to be involved, consulted, aware through the production of the EPIA
* Identify what research you have to support your proposal and identify what research you require
* Draft EPIA - Seek specialist advice and guidance – do not produce an EPIA or proposal in isolation

# Step 2: Consultation Stage

* The assessment needs to ensure that all relevant stakeholders and affected groups have been consulted and results used to inform the final proposal.

Final assessment should agree the impact rating and any actions relating to how to minimise this.( Identifying mitigating actions can result in a reduction in impact level)

# Step 3: Implementation Stage

Throughout the production of the EPIA, the **Service Lead Officer** should ensure the assessment is (1) informed by any new information or decisions which could change the impact rating **AND** (2) is easily accessible and available on request.

* Prior to final sign off the draft EPIA should be e-quality checked by the appropriate officer/s.
* The completed EPIA must be signed off by the Service Lead Officer and Head of Service
* Key implications identified through the completion of the EPIA must be noted in the appropriate section of the relevant Board or sub-committee report.
* The completed EPIA must be published on the Partnership’s website.

# Step 4: Review Stage – Service Review

* Any mitigating actions identified in the EPIA should be the subject of reporting to the Service Senior Management Team