

## FULL EQUALITY IMPACT ASSESSMENT

Summary Sheet	
<b>Title of policy, project or function:</b> Streamlining programme	<b>Is the policy, project or function new (proposed) or already exists?</b> New
<b>Has a screening exercise been carried out before this full assessment?</b> No	
<b>Key findings from the assessment:</b> The use of the equalities prompts in the project mandate and brief should be monitored.	
<b>Actions as a result of the assessment:</b> Added equalities as a risk to the streamlining risk register and will consider in developing plans for future control points and monitoring by the programme board	
<b>Date impact assessment published:</b> 19/02/2018	

<b>Lead official(s) responsible for assessment:</b> John Osborne	<b>Name of sponsor/ Director who has signed off that the policy/ function has been sufficiently assessed against the needs of the equality duty:</b> Colin Lancaster
<b>Department:</b> Policy and Development	<b>Date of sign off:</b> 12 September 2016

**Step 1. Examine the information available to assess likely impact of the function/ policy on different equality groups**

**Describe the policy, project or function. What does it aim to do? What and who will it affect?**

The streamlining programme aims to develop, implement and monitor a prioritised set of improvements to the legal aid system for applicants, solicitors and SLAB. This activity will address the following priority outcomes:

A: Streamlined operational processes for applications and accounts benefit the legal profession and the general public and allow us to make better use of our resources;

C: Our service and our strategic advice are responsive to, and based on a sound understanding of, varied customer and system needs;

D: Our work reflects the pursuit of best value in the legal aid system and our own service delivery

The vision for the streamlining programme is:

*A legal aid system which effectively manage risks to the Legal Aid Fund with reduced bureaucracy and more positive behaviours.*

It will affect SLAB staff, legal aid solicitors and those who access legal aid services.

**What is known about each of the equality groups who might use or be affected by this policy?**

There is a range of information available on each of the three main affected groups, which is available to SLAB. The focus of the streamlining programme structure, and therefore this EqIA, is on the ways in which protected characteristics can be taken into account and assessed at all stages of a project's development. Specific information about each of the equalities groups affected groups is therefore not included in this assessment at this time, as it should be considered in relation to developing proposals and changes.

**Are there any gaps in understanding of your policy/ function in relation to equality groups?**

There are gaps in our knowledge, which will be filled by Equalities Impact Assessments for each project as it develops.

**Step2. Impacts on priority characteristics and suggested steps to address these.**

Does the policy/ function have any impacts (whether intended or unintended, positive or negative) on any of the equality groups? Describe for each group the ways in which the policy, as it is planned or as it operates, might have negative and/ or positive impacts. You should answer these three questions for each group:  
1) is there potential for discrimination; 2) is there potential for developing good relations; 3) is there potential to advance equality of opportunity?

**Race**

Yes  
Please explain your answer:  
There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:

- High level consideration of equalities impacts at the project mandate stage
- More detailed consideration for the options at the project brief stage of adverse or positive impacts
- Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project

**Sex (gender)**

Yes  
Please explain your answer:  
There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:

- High level consideration of equalities impacts at the project mandate stage
- More detailed consideration for the options at the project brief stage of adverse or positive impacts
- Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project

<p><b>Gender reassignment</b></p>	<p>Yes Please explain your answer: There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>• High level consideration of equalities impacts at the project mandate stage</li> <li>• More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>• Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<p><b>Disability</b></p>	<p>Yes Please explain your answer: There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>• High level consideration of equalities impacts at the project mandate stage</li> <li>• More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>• Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<p><b>Pregnancy &amp; maternity</b></p>	<p>Yes Please explain your answer: There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>• High level consideration of equalities impacts at the project mandate stage</li> <li>• More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> </ul>

	<ul style="list-style-type: none"> <li>Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<b>Religion and belief</b>	<p>Yes</p> <p>Please explain your answer:</p> <p>There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>High level consideration of equalities impacts at the project mandate stage</li> <li>More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<b>Age</b>	<p>Yes</p> <p>Please explain your answer:</p> <p>There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>High level consideration of equalities impacts at the project mandate stage</li> <li>More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<b>Marriage and civil partnership</b>	<p>Yes</p> <p>Please explain your answer:</p> <p>There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>High level consideration of equalities impacts at the project mandate stage</li> </ul>

	<ul style="list-style-type: none"> <li>• More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>• Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<b>Sexual Orientation</b>	<p>Yes</p> <p>Please explain your answer:</p> <p>There may be potential for discrimination, developing good relations and advance equality of opportunity, but these should be identified and mitigated/ explored/ developed through:</p> <ul style="list-style-type: none"> <li>• High level consideration of equalities impacts at the project mandate stage</li> <li>• More detailed consideration for the options at the project brief stage of adverse or positive impacts</li> <li>• Using programme board as a control point to check that EqlAs are being completed for the recommended option as it develops into a project</li> </ul>
<p><b>Where there is potential for indirect/ direct discrimination, what can you do to reduce or eliminate this risk?</b> This will be considered at the level of individual projects.</p> <p><b>Do you need to make changes to your policy or function on the basis of this assessment?</b> Not at this stage.</p> <p><b>What is the likely impact of these changes on the plans for the policy/ function? (resources, cost, timings etc.)</b> None</p>	



**Step 3. Consultation and stakeholder engagement**

**Do you/ did you have any consultation/ involvement planned for the policy/ function?**

Yes

If 'no' please continue to step 4.

**What do you hope to achieve from your consultation/ involvement?**

The engagement process during winter 2015-2016 was intended to identify possible changes or themes for the streamlining programme, including picking up on why equalities information was not routinely submitted on behalf of clients.

Further consultation and customer needs analysis will be undertaken for each project as required, depending on its scale and complexity.

**List the main stakeholder agencies that you intend to or have already discussed this policy with.**

*Give details of any equality groups represented.*

Individual solicitors across the country, LSS and attendees at third sector stakeholder focus group, which included the Scottish Appropriate Adult Network.

**Step 4. Discuss and review the assessment with decision makers and governance structures.** You **must** discuss the results with senior decision makers before you finalise the assessment.

**Give details of the governance structures you will report to on this assessment, or have already reported to - Project Board/ Executive Team/ Board Members**

The streamlining programme board will receive this assessment on 12 September.

**Have you presented the results of the assessment to the groups you have listed above? Please include the date you presented to each group listed. You must do this to get sign off and allow publication of the assessment.**

Yes - on 12 September 2016

**Will there be any changes made to the plans for the policy/ function or actions as a result of this assessment?**

Yes

**If yes, give details of likely changes and actions arising from this assessment.**

Added equalities as a risk to the streamlining risk register and will consider in developing plans for future control points and monitoring by the programme board.

**Step 5. Publication and review of EQIA**

All assessments must be published as early as possible after the decision is made to implement a new policy or function

**Date of publication:**

19/02/2018

**Review date:**

n/a

Please ensure you return a copy of your completed assessment to the Equalities Officer.