

# Scottish Borders Council

## Stage 1 Equality Impact Assessment

(For Early Proposals, Project Initiation)

1.	<b>Title of Proposal:</b>	Co-production Toolkit
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*(Please enter the title or reference for your proposal)*

2.	<b>Service Area:</b> <b>Department:</b>	Social Work lead – with services across the organisation involved in developing People
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*(Please enter the department/service area submitting the proposal)*

3.	<b>Description:</b>	To develop a toolkit that promotes co-production and that can be used across the organisation when undertaking co-production activity, the aim of which is to support meaningful partnership engagement with community and service users when commissioning, designing, delivering and/or assessing services and support and improve outcomes.
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*(Please enter a full description of your proposal including its aims and objectives)*

4.	<b>Relevance to the Equality Duty.</b>	
	<b>Do you believe your proposal has any relevance to the following duties of the Council under the Equality Act 2010?</b> (If you believe that your proposal may have some relevance – however small please indicate yes)	
	<b>Duty</b>	<b>Yes/No</b>
	<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	The proposal should help to eliminate discrimination through promoting equal opportunity for those that wish to participate in co-production activities.
	<b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i>	The Toolkit should set out to promote equality of opportunity for all.
	<b>Foster good relations?</b> <i>(Could your proposal help or hinder the council's relationships with those</i>	The policy should promote an inclusive approach to involving service users and/or members of the community that wish to participate in co-

who have equality characteristics?)	production activities with Scottish Borders Council.
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5. <b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b> (Please x all that apply ).				
Equality Characteristic	Impact			Description <i>Where you have identified a potential impact, please detail what you perceive this to be. Where an equality characteristic is potentially negatively affected, please explain how and the extent to which they may be negatively affected. If you are unsure of the answer please state this and recommend further investigation.</i>
	No Impact	Possible Positive Impact	Possible Negative Impact	
<b>Age</b> (Older or younger people or a specific age grouping)		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Gender</b> (Males, Females, Transgender or Transsexual people)		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Race Groups:</b> including colour, nationality, ethnic origins, including		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.

minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)				
<b>People with Religious or other Beliefs:</b> different beliefs, customs (including atheists and those with no aligned belief)		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Sexual Orientation,</b> e.g. Lesbian, Gay, Bisexual, Heterosexual		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Carers</b> (those who have caring responsibilities for someone with an equality Characteristic)		X		Research on co-production indicates that this method of community engagement is supportive, enabling and inclusive. Co-production has been undertaken, and documented, with a variety of groups and is shown to have had a positive impact on all involved respective of any equality characteristic.
<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X		Research on co-production indicates that this method of community engagement produces positive outcomes for employees involved in work to co-commission, co-design, co-deliver and/or co-assess services and/or support.

6.	<b>Mitigation</b>	
	Where you have identified a potential negative impact, please detail what mitigations will need to be put in place in order for your proposal to progress. <b>If you are unsure of the answer please state this and recommend further investigation.</b>	
	<b>Characteristic</b>	<b>Mitigation</b>


7.	<b>How certain are you of the answers you have given?</b>	
	<b>Answer</b>	<b>Tick One</b>
	<b>Certain</b> - I have populated the evidence base to support my answers.	<b>X</b>
	<b>Fairly Certain</b> – but don't have concrete evidence to support my answers so would recommend further assessment is conducted if the proposal is progressed.	
	<b>Not Certain</b> – further assessment is recommended if proposal is progressed.	

<b>Completed By</b>			
Name	Clare Malster	Service Area.	Strategic Policy Unit
Post	Strategic Community Engagement Officer	Date	14/03/16

**This assessment should be presented to those making a decision about the progression of your proposal.**

**If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.**

For your records, please keep a copy of this Equality Impact Assessment form.