

Equality Impact Assessment

Full Assessment Form

SECTION ONE: ESSENTIAL INFORMATION

Please complete this form at the beginning of a new piece of work or project.

Project / Policy Name: CHS Budget 2023/24

Date: February 2023

Author: Lynne Harrison/Ross Mackenzie

Business Area: Finance

Is this a new project / policy? Yes No

Who does the project / policy affect?

Employees	Volunteers	Partner Organisations	Members of the Public	Other, please specify:
<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes	Children and families

SECTION TWO: PROJECT INFORMATION

Background:

The development of an annual Budget is done in the context of CHS' Five Year Financial Plan, and supports and is aligned to the organisation's other key plans/strategies i.e. the Strategic Outlook; Corporate & Business Plan.

The organisation is required under the terms of its Framework document (an agreement between the Scottish Government and CHS) to develop an annual Budget in line with the budget and associated grant in aid approved by the Scottish Parliament. The 2023/24 Budget should be aligned to the 2023/24 Business & Corporate Parenting Plan and underpin the 2020/24 Strategic Outlook.

Main aim(s) of project / policy & desired outcomes:

The Budget is intended to support the Accountable Officer to discharge their duties to ensure the propriety and regularity of the Non-Departmental Public Body's (NDPB) finances and ensure that the resources of the public body are used economically, efficiently and effectively, and that arrangements are in place to secure Best Value and deliver Value for Money for the public sector as a whole.

It aims to ensure CHS has sufficient resources allocated across all project business areas to enable strategic/operational requirements to be met in 2023/24. We have engaged with a variety of stakeholders (Scottish Government, CHS Board, CHS SMT) to ensure the overall budget, including the staffing budget, is aligned to the priorities of the organisation.

Work with CHS's Senior Management Team (SMT) includes a full challenge and review process to ensure budget areas are aligned and allocated appropriately.

Potential barriers / constraints:

Overall grant funding levels, or changes to funding levels in the year, may require prioritisation of strategic/operational objectives.

SECTION THREE: CONSIDER POTENTIAL IMPACT

This section requires you to consider the potential impacts – negative and positive – that your project might have on each Protected Characteristic. There are 9 official Protected Characteristics but CHS agreed in 2020 to include ‘Care-Experienced’ as an additional, (though non-statutory), protected characteristic, so that we now have 10 rather than 9 protected characteristic groups.

Children’s Hearings Scotland has a duty to:

1. Eliminate unlawful discrimination, harassment and victimisation
2. Advance equality of opportunity
3. Promote good relations among and between different groups

Please consider each of these as you answer the following questions.

What does the evidence tell you about the **impacts** this policy / project might have? Please consider both the positive and negative impacts.

Characteristic	Potential Impact	Reasoning
Age	Remove or minimise disadvantage	Includes pay policy and volunteer expenses policy which is geared towards reducing inequalities
Disability	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities Policies allow for provision of equipment to support reasonable adjustments; carers and flexible leave policy in place; access to SG employer assistance programme and Health Assured.
Sex	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities

Pregnancy & maternity	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities carers and flexible leave policy in place;
Gender Reassignment	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities
Marriage & Civil Partnership ¹	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities
Sexual Orientation	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities
Race	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities
Religion or Belief	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities
Care Experience	Remove or minimise disadvantage	Resource allocation geared towards reform of hearings service Includes pay policy which is geared towards reducing inequalities
Socio-Economic Status ²	Remove or minimise disadvantage	Includes pay policy which is geared towards reducing inequalities.

¹ In respect of this protected characteristic, a body subject to the Public Sector Equality Duty (which includes Children's Hearings Scotland) only needs to comply with the first need of the duty (to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010) and only in relation to work. This is because the parts of the Act covering services and public functions, premises, education etc. do not apply to that protected characteristic. Equality impact assessment within CHS does not require assessment against the protected characteristic of Marriage and Civil Partnership unless the project or practice relates to work, for example HR policies and practices.

² Socio-Economic Status is not a Protected Characteristic but the Fairer Scotland Scotland) Duty 2018 requires us to assess impact on socio-economic disadvantage and/or inequalities of outcome

SECTION FOUR: COLLECTING YOUR INFORMATION/ EVIDENCE

Please include any evidence, both quantitative and qualitative, or other relevant information that has influenced the decisions contained in this EqIA.

What data or evidence has been used to inform this assessment?

CHS Digital Strategy

CHS People Strategy

CHS Equality & Diversity Strategy & reports

CHS Equality and gender pay gap reporting

Staff Survey

Scottish Government Pay Policy

CHS Strategic Outlook

CHS Business and Corporate Plans

Independent Review of Care Promise reports

Introduction of the Children (Scotland) Care and Justice Bill

Hearing System Working Group scope and interim report

What gaps in data / information have been identified?

Impact of Mackie reforms are not yet know, due to publish May 2023 and may require a review of budget allocation in year but most likely from 2024/25 onwards

Where relevant data / information is not available, has best judgement been used in its place? Yes No

Who provided the best judgement and what was this based on?

SMT and budget holders including Head of Area Support and Improvement who is well placed due to being a core member of the Hearing System Working Group.

Is further research necessary? No

SECTION FIVE: ENGAGEMENT /CONSULTATION

Has the project been the subject of relevant engagement/consultation? Yes

If YES, please state who was engaged/consulted.

- Engagement with all members of Senior Management Team and Budget holders
- CHS National Team build the business plan activity for the year to which the budget is focussed
- Further engagement will take place in year when Scottish Government (SG) Pay Policy remit is available
- Wider SG policy colleagues and Sponsor Team are consulted on our Business and Corporate Plan which contributes to shaping budget allocations
- Team forum are consulted through the year on a variety of activities including policy review

If NO engagement/consultation has been conducted, please tell us why.

What were the results of the consultation?

A request for increased resources to meet strategic aims from Scottish Government

SECTION SIX: MITIGATION AND ACTION PLANNING

As a result of performing this assessment, if evidence indicates that there are potential issues or concerns for any individuals/ protected group please consider and record what actions need to be taken to remove or reduce any risks of adverse outcomes identified for employees, volunteers or other people who share characteristics protected by the Equality Act.

Protected Characteristic	Identified Impact	Proposed actions to mitigate
Age	Positive	Additional resources to support young people with lived experience (training etc) Additional funding for wellbeing posts as part of the Tribunal Support Model
Disability	Positive	Ability to provide additional supporting resources to volunteers with additional support needs
Sex	Minimal	
Pregnancy & maternity	Positive	Volunteer and Board expenses policy allows for childcare costs.
Gender Reassignment	Minimal	
Marriage & Civil Partnership	Minimal	
Sexual Orientation	Minimal	
Race	Minimal	
Religion or Belief	Minimal	
Care Experience	Positive	Additional resources to develop bespoke resources to support panel members with lived experience

If a negative impact has been identified and there is no potential mitigation, is there a justification for continuing with the Project / Policy? N/A

Please clearly explain the justification for continuing.

How often are you going to review the project and who will be responsible for this?

Annually - DCE/ Finance Manager

SECTION SEVEN: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this project. Please select one and provide your reasons.

<ul style="list-style-type: none"> No major change required 	<input checked="" type="checkbox"/> Yes	No negative impact on groups identified
<ul style="list-style-type: none"> The proposal has to be adjusted to reduce impact on protected characteristic groups 	<input type="checkbox"/> No	
<ul style="list-style-type: none"> Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups 	<input type="checkbox"/> No	
<ul style="list-style-type: none"> Stop the proposal as this is potentially in breach of equality legislation 	<input type="checkbox"/> No	

SECTION EIGHT: LEAD OFFICER SIGN OFF

Lead Officer:			
Signature:		Date:	

SECTION NINE: SMT MANAGER SIGN OFF

SMT Manager Name :			
Signature:		Date:	