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**REPORT TO: EQUALITY AND DIVERSITY CORPORATE ADVISORY FORUM
ON 16 MAY 2014**

SUBJECT: EIA SEMINAR OCTOBER 2014

BY: EQUAL OPPORTUNITIES OFFICER

1. REASON FOR REPORT

- 1.1 The reason for the report is to inform the Equality and Diversity Corporate Advisory Forum of progress on developing a seminar on Equality Impact Assessments and to ask its members to suggest topics for the workshops.

2. RECOMMENDATION

- 2.1 **The Equality and Diversity Corporate Advisory Forum is asked to note and consider progress made towards organising a seminar on equality impact assessments.**
- 2.2 **The Equality and Diversity Corporate Advisory Forum is asked to suggest topics for the workshops relating to their own services.**

3. BACKGROUND

- 3.1 At its meeting on 11 April 2014, the Equality and Diversity Corporate Advisory Forum recommended that a seminar on Equality Impact Assessments for officers and elected members should be held later this year after the referendum on 14 September. The Equal Opportunities Officer was asked to contact Members' Support to arrange a date. The date for the seminar has been set for **Tuesday 7 October 2014**. The session for elected members will run from 14:00 till 16:00, after the meeting of the Policy and Resources Committee on that day. The venue for the seminar is **Training Room 2 in the Annexe**.
- 3.2 Lynn Welsh, Head of Legal of Equality and Human Rights Commission in Scotland has kindly agreed to deliver a keynote speech at the seminar. The Equal Opportunities Officer will liaise with her to finalise the contents of the address. Lynn's presentation will give an overview of the legal framework and case law regarding "proportionality" and "relevance", two key concepts in determining how robust an EIA is.
- 3.3 The suggested programme for the seminar is:

- Welcome and introduction (5 minutes)
- Keynote speech by Lynn Welsh: legal framework (30 minutes)
- Presentation by Equal Opportunities Officer: (15 minutes)
- Group exercise: EIAs based on selected case studies (30 minutes)
- Feedback, questions and answer session (40 minutes)

The group exercise for officers will focus on using information to put together an EIA. In the afternoon's group exercise, elected members will be presented with completed EIAs and asked to determine if these give them the information they need to make an informed decision.

- 3.3 On 23 April 2014 the Scottish Human Rights Commission and the Equality and Human Rights Commission in Scotland launched a new website and training resource on Equality and Human Rights Impact Assessment. The training resource gives a comprehensive overview of the public sector duties under the Equality Act 2010, the Human Rights Act 1998 and the Scotland Act 1998. The training resource also gives a good practice model and 4 case studies to illustrate how the model can be used. The second presentation of the day will refer to this resource. Some of the 4 case studies will be used in the group exercise.
<http://scottishhumanrights.com/eqhria/eqhriatrainingresources>
- 3.4 Participants are expected to be familiar with the process of equality impact assessments. The workshops will be designed to challenge participants to take a more in-depth look at equality issues. The topics for the workshops will be selected to demonstrate that equality impacts have relevance to all the Moray Council's services. Some case studies will be taken from the EQHRIA training tool. These are: refocusing social care; school uniform policies; marching and demonstration policies; locating a halting site for gypsy travellers. The Equality and Diversity Corporate Advisory Forum are asked to suggest further case studies relating to their services, for example: considering conviction information in licensing applications, transfer of services to community groups.
- 3.5 The facilitation of the workshop will be developed in partnership with the Community Support Unit. For each case there will be a set of questions to guide the discussions.

4. SUMMARY OF IMPLICATIONS

- (a) **Moray 2023: A Plan for the Future/Service Plan**
For each of the cases chosen for the workshops, there will be a reference to the relevant sections of Moray 2023: A plan for the Future.
- (b) **Policy and Legal**
The seminar will assist the Moray Council in meeting its obligations under the Equality Act 2010, the Human Rights Act 1998 and the Scotland Act 1998.
- (c) **Financial implications**

There will be costs associated with providing refreshments to participants. Further consideration can be given to arranging a simple lunch for keynote speakers and facilitators.

(d) Risk Implications

There are no risks associated with the proposals.

(e) Staffing Implications

The seminar will take each participant two hours.

The Community Support Unit and the Equal Opportunities Officer will be involved in facilitating the event.

Employee Support is assisting in developing the programme for the seminar.

(f) Property

The event will take place in training room 2 in the annexe

(g) Equalities

The proposals will assist the Moray Council in meeting the public sector equality duty relating to assessing the impacts of all its activities, as stated in the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

(h) Consultations

The Equality and Human Rights Commission for Scotland, the Moray Council's Equality and Diversity Corporate Advisory Forum, Community Support Unit and Employee Development have been consulted about the seminar.

5. CONCLUSION

5.1 The Equality and Diversity Corporate Advisory Forum is asked to note and consider progress made towards organising a seminar on equality impact assessments.

5.2 The Equality and Diversity Corporate Advisory Forum is asked to suggest topics for the workshops relating to their own services.

Author of Report: Equal Opportunities Officer

Background Papers: with author

Ref: 20140516 EDCAF report EIA seminar

Signature: _____

Date : _____

Designation: _____

Name: _____