

# Scottish Borders Council

## Stage 1 Equality Impact Assessment – Start Up

(For Early Proposals, Project Initiation, Start Up)

1.	<b>Title of Proposal:</b>	eBuilding Standards – Implementation of Scottish Government Electronic Portal								
2.	<b>Service Area:</b> <b>Department:</b>	Place								
3.	<b>Description:</b>	The Scottish Government is implementing a new Portal in August 2016 through which the public will have the option to be able to make applications for Building Warrants etc via electronic means. This has necessitated IT preparations within our council to allow us to be able to connect to the new portal and receive electronic applications made by the public. We are also redesigning our Business Process to accommodate the new electronic applications as well as sustain the current paper application process.								
4.	<p><b>Relevance to the Equality Duty.</b></p> <p><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)</p> <table border="1"> <thead> <tr> <th>Duty</th> <th>Yes/No</th> </tr> </thead> <tbody> <tr> <td><b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i></td> <td>YES – It is hoped that the introduction of the means to apply electronically i.e. widening application options may indirectly help to eliminate discrimination.</td> </tr> <tr> <td><b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i></td> <td>YES – Again we would see adding to the options by which you can apply to Building Standards as a potentially indirect way of helping the council with the promotion of equal opportunities.</td> </tr> <tr> <td><b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></td> <td>NO</td> </tr> </tbody> </table>		Duty	Yes/No	<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Could your proposal discriminate? Or help eliminate discrimination?)</i>	YES – It is hoped that the introduction of the means to apply electronically i.e. widening application options may indirectly help to eliminate discrimination.	<b>Promotion of equality of opportunity?</b> <i>(Could your proposal help or hinder the Council with this)</i>	YES – Again we would see adding to the options by which you can apply to Building Standards as a potentially indirect way of helping the council with the promotion of equal opportunities.	<b>Foster good relations?</b> <i>(Could your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	NO
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5.	<b>Which groups of people may be impacted (both positively and negatively) if the proposal is advanced?</b>									

Equality Characteristic	Impact			Description
	No Impact	Possible Positive Impact	Possible Negative Impact	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. <b>If you are unsure of the answer please state this and recommend further investigation.</b>
All characteristics including: Age, Gender, Race, Religion or belief and sexual orientation.	X			There are no known negative impacts – access to the website is easily available irrespective of the characteristic that they belong to.
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			<p>The Scottish Government has developed this website portal using accessibility standards and are committed to providing a usable website for as many people as possible.</p> <p>The Scottish Government has built this website to keep to the Priority 2 (Double A) accessibility checkpoints, as established in the World Wide Web Consortium's Web Accessibility Initiative. The initiative promotes usability and accessibility for people with disabilities.</p> <p>Most of the website's pages meet the World Wide Web Consortium (W3C) Web Accessibility Initiative's 'AA' standard.</p> <p>This website also meets the UK Government guidelines for websites. HTML 4.01 Transitional, XHTML-transitional, CSS 1.0, WAIWCAG Level 2 have been set as technical standards.</p> <p>There is a Sitemap that shows you the main structure of the website.</p> <p>The ability to change text size is provided along with options to change the website's background colour. This can be particularly useful if you rely on magnification technology as white can produce an uncomfortable glare. It is also possible to change the colour of body text on the site. Clear instructions on how to do all of these things are available on the website.</p>

					<p>The website has also been designed so the web pages can be used with screen readers, so that users with eyesight difficulties can easily access the content and navigate the site.</p> <p>Interactive mapping, used in searching for addresses and marking up the location plan, is a complicated web application and one that cannot currently included in full accessibility standards.</p>
	<b>Employees</b> (those employed by the Council including full time, part time and temporary)		X		Having discussed the new electronic option being implemented with staff it is felt that at this stage the resultant reduction in manual paper processing is a positive aspect for them and has been welcomed. Given this process has existed within Planning for over 6 years and staff have observed it working well there is an expectancy that it will work equally well in Building Standards.
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>			
	<b>All</b>	As this is a new option for application usage of the portal will be monitored and reviewed within 18 months of its introduction in order to ensure that the options remains a positive addition when submitting planning applications.			
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 : Project Team</b>			
Date	Name	Post	Service Area
27/05/2016	Graeme Dobson	Project Manager Corporate Transformation Programme	Chief Execs
	James Whiteford	Principal Building Standards Surveyor	Place
	Julie Kerr	Systems Administrations Assets Officer	Chief Execs
	Stephen Wemyss	Systems Administrations Assets Officer	Chief Execs
	Norman Halcrow	Business Systems Officer	Chief Execs