

**Scottish Borders Council  
Equality and Diversity Impact Assessment Guidance**

**Equalities Scoping Template**

**1. Policy Details**

<b>Title:</b>	Community Council Scheme
---------------	--------------------------

**2. Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy? Please indicate whether these would be positive or negative impacts**

Community councils should be accessible to all members of the community however the protected characteristics of age and disability may need to be addressed.

<b>1.</b>	<b>Who does the proposed piece of work/policy/proposal affect?</b>						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;"><b>Staff</b></td> <td style="width: 25%; text-align: center;"><b>Service Users/Carers</b></td> <td style="width: 25%; text-align: center;"><b>Communities/Voluntary Groups</b></td> <td style="width: 25%; text-align: center;"><b>Public</b></td> </tr> </table>	<b>Staff</b>	<b>Service Users/Carers</b>	<b>Communities/Voluntary Groups</b>	<b>Public</b>		
<b>Staff</b>	<b>Service Users/Carers</b>	<b>Communities/Voluntary Groups</b>	<b>Public</b>				
	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
<b>2.</b>	<b>What are the aims and objectives of the work/policy/proposal being assessed?</b>						
	The Community Council Scheme provides the operating framework for community councils in the Scottish borders in line with the local Government (Scotland) Act 1973 and Local Government etc (Scotland) Act 1994.						

	Yes	No
<b>3. Will the proposal have any impact on equality of opportunity, discrimination between groups or relations between groups?</b> <i>Could this policy reduce or help make progress towards reducing discrimination and harassment for particular communities or groups, including employees?</i> <i>Could the implementation of this policy improve or reduce access to the service provided for any groups?</i>	X	
<b>4. Is the proposal controversial in any way in terms of equality and diversity (including media, academic, voluntary or sector specific interest)?</b>		X
<b>5. Will the workforce or users of the service be disadvantaged as a result of the proposed work?</b>		X
<b>6. Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?</b>		X

If the answer to any of the above questions is yes or you are unsure of your answers to any of the above a full impact assessment is recommended.

7.	<b>Given the above statement, do you recommend a full impact assessment is completed?</b>	X	
8.	<b>If a full impact assessment is not required briefly explain why and provide evidence for the decision.</b>		

Completed By

Name	Clare Malster	Dept.	Chief Executive's
Post	Strategic Community Engagement Officer	Date	30 April 2014

For your records, keep one copy of this Equality Scoping Assessment form and send an electronic copy plus any supporting documentation to evidence your decision to [simone.doyle@scotborders.gov.uk](mailto:simone.doyle@scotborders.gov.uk)

**Record of Equality Impact Assessment (EIA)  
Community Council Scheme Review**

**Section One:**

<b>Details of Service</b>	
<b>1.1</b>	<p><b>Name and brief description of the service, policy or function:</b></p> <p>The Community Council Scheme provides the operating framework for community councils in the Scottish borders in line with the local Government (Scotland) Act 1973 and Local Government etc (Scotland) Act 1994.</p>
<b>1.2</b>	<p><b>What are the aims and purpose of the service, policy or function? (<i>consider explicit and implicit aims and outcomes</i>)</b></p> <p>See 1.1</p>
<b>1.3</b>	<p><b>Which groups or individuals have you involved or consulted with about your service, policy or function? (<i>see guidance: Issues you will need to consider when undertaking an Equality Impact Assessment.</i>)</b></p> <p>The Scheme has been available for public consultation for 12 weeks. The consultation documents has been made available in hard copy format and on line, no requests have been received for copies in alternative formats</p>

Please use the table below to assess the impact of the service, policy or function on different equality groups. Please mark negative or positive impacts for each equality group.

Equality Groups	Nature of Impact				Please set out details of negative and positive impacts	
	Negative	Positive	No Impact			
Age: Effects on children, young people and older people	low x	Med	high			It has been identified that the Scheme had previously discriminated against young people under the age of 18. The Scheme has now been amended to give those aged 16 and over the right to join their local community council as a voting members as per the Scottish Government's Model Scheme for the Establishment of Community Councils.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	low	med	high	x		The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process and seeks to support those of all abilities to participate.
Gender: Effects on Male, Female, Transgender and Transsexual people	low	med	high	x		The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process. This Scheme seeks to support individuals regardless of gender to have equality of opportunity to participate.

Equality Groups	Nature of Impact				<u>Please set out details of positive and negative impacts</u>	
	Negative		Positive	No impact		
Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	low	med	High X			<p>It is recognised that some of those from minority ethnic groups may face disadvantage due to the criteria set in order to participate.</p> <p>In order to mitigate any disadvantage faced SBC will ensure that in circumstances in which an individual does not meet the criteria set and would like to participate, alternative qualifying criteria will be sought in order to enable participation where possible.</p>
Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)	low	med	high	x		<p>The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process. This Scheme seeks to support individuals regardless of religion or belief to have equality of opportunity to participate.</p>
Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual	low	med	high	x		<p>The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process. This Scheme seeks to support individuals regardless of sexual orientation to have equality of opportunity to participate.</p>

Equality Groups	Nature of Impact				Please set out details of positive and negative impacts	
	Negative		Positive	No Impact		
Effects on Poverty Groups: (including impacts on communities in rural areas, people on low wages, who have literacy and other difficulties etc.)	low	Med	high	x		The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process. The effects of poverty may impact on the ability of some to participate. In order to mitigate against any possible negative impact membership will be monitored and evaluated on a regular basis.
Effects on people with health problems/issues or needs (including those with recognised medical and mental health conditions). The effects on public health and the general health of the population caused by the service change should also be assessed here.	low	med	high	x		The Scheme seeks to provide equality of opportunity for all adults to the extent possible, participate within the democratic process. This Scheme seeks to support individuals regardless of health issues or needs they may have.

### Section 3: Summary Findings of Equality Impact Assessment

3.1	<p><b>Please summarise the general impact of the service, policy or function and its impact on the equality groups:</b></p> <p>The Community Council Scheme limits membership of community councils to those on the Electoral Register.</p>
3.2	<p><b>Please summarise mitigation actions to deal with negative impacts of the service, policy or function:</b></p> <p>Scottish Borders Council is committed to explore ways in which those with an active interest in the community they are living in, but not on the Register of Electors, can participate in community council activity.</p> <p>The Scheme has been amended to give those aged 16 and over the right to join their local community council as a voting members as per the Scottish Government’s Model Scheme for the Establishment of Community Councils.</p> <p>In order to mitigate any disadvantage faced SBC will ensure that in circumstances in which an individual does not meet the criteria set and would like to participate, alternative qualifying criteria will be sought in order to enable participation where possible.</p>

## Section 4: Signing off your Equality Impact Assessment

<p>I confirm that this report is an accurate and correct account of the EIA findings for this service change and I am satisfied with the conclusion and outcome of the impact assessment: <input type="checkbox"/></p>		
<p><b>Agreed by Manager or Head of Service</b></p>	<p><b>Name/Job Title: Shona Smith – Communities and Partnership Manager</b></p> <p><b>Date: 3 June 2014</b></p>	
<p><b>Equality Impact Assessment (EIA) SUMMARY (Publishing Form)</b></p>		
<p><b>Title of Policy/Function/Service:</b></p>	<p>Scheme for the Establishment of Community Councils</p>	
<p><b>Directorate/Department: Head of Service:</b></p>	<p>Chief Executives/Strategic Policy Unit David Cressey</p>	
<p><b>Telephone No: Email Address:</b></p>	<p><a href="mailto:DCressey@scotborders.gov.uk">DCressey@scotborders.gov.uk</a></p>	
<p><b>Names/ Job titles of Assessors</b></p>	<p>Clare Malster – Strategic Community Engagement Officer</p>	
<p><b>Summary of Policy / Service /Function aims:</b></p>	<p>Support the establishment and operation of community councils in the Scottish Borders</p>	
<p><b>Strands Impacted:</b></p> <p><b>Please note:</b> If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular strand.</p>	<p>Age <input type="checkbox"/>    Disability <input type="checkbox"/>    Gender <input type="checkbox"/>    Race X    Religion or Belief <input type="checkbox"/></p> <p>Sexual Orientation <input type="checkbox"/>    Poverty/Social Exclusion <input type="checkbox"/>    Health <input type="checkbox"/></p>	
<p><b>Summary of key issues arising and decisions made</b></p>	<p>Eligibility criteria within the Scheme for the Establishment of Community Councils presents barriers to joining to those that are not on the Electoral Register.</p> <p>Steps will be taken to investigate ways in which those with a genuine interest in working with the community council in the area they live can be supported.</p>	
<p><b>Summary of key recommendations</b></p>	<p>Ways to ensure that barriers to membership are removed for those that are unable to be placed on the Register of Electors but wish to serve on their local community council to be investigated.</p>	
<p><b>Agreed by Head of Service</b></p>	<p>Name: David Cressey</p>	<p>Date: 14 July 2014</p>

