



Screening and Equality Impact Assessment Form

EIA Author's Name:	James Jones	Designation:	PI	Date:	10/4/13
Version Number of Policy:	1.1				
Name of Policy	Edinburgh Local Policing Plan 2013-2014				

Note: This form should be completed in line with the Scottish Police Service Equality Impact Assessment Guidance document and in conjunction with the Equality and Diversity Units. Completed EIAs must be retained with other project paperwork and the outcomes must be reported to project leads/decision makers to be considered when making decisions.

Note: The term Policy refers to: Policies; Provisions; Criteria; Functions; Practices; and Activities hereafter referred to as 'policy'.

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FREEDOM OF INFORMATION (SCOTLAND) ACT 2002

The Freedom of Information (Scotland) Act 2002 affords a general right of access to any recorded information held by public authorities, including police forces. If there is any reason why automatic access should not be given to this policy/procedure, after considering your document's categorisation level as referred to hereafter, please in the remarks section below.

In line with the guidance provided in Force General Order 26/04 entitled Government Protective Marking Scheme, this policy/procedure requires to be categorised. Full justification for any categorisation higher than "Not Protectively Marked" must be fully documented in accordance with the guidance given in Force General Order 26/04.

GPMS RESTRICTION CATEGORY	Not protectively marked	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Restricted	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Confidential	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Secret	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Top secret	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Justification for restriction of access and categorisation above level of, "Not Protectively Marked" (based on guidelines provided in Section 4 of Force General Order 26/04):

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Name of Policy	Edinburgh Local Policing Plan and Multi Member Ward Policing Plans for 2013-2014
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STAGE 1: SCREENING FOR POTENTIAL IMPACT(S)

Use this section to identify and document the potential impact of your policy and note the action planned or taken to eliminate (or justify) any potentially adverse impact. This section may also be used as an evidence log.

1.1 What is the main aim(s) or purpose of the policy?
<p>The policy referred to above relates to the creation of public facing document that sets out the local policing priorities and objectives for 2013-2014 for the new 'Edinburgh Division' of 'Police Scotland'.</p> <p>The document, which is a statutory requirement of the Police and Fire Reform (Scotland) Act 2012 is designed so as to enable police officers and staff in the city to respond effectively to the concerns of local communities at the same time as meeting and tackling national priorities, to which the plans are also aligned.</p>
1.2 What outcome(s) are you trying to achieve?
<ul style="list-style-type: none">Publicise Policing plans for 2013 –2014 as they relate to local communities in Edinburgh and facilitate the delivery of local policing.

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1.3 Collect Information: what evidence is available on how this policy might affect equality groups and what does this tell you?

Consider inspections/audit recommendations, surveys, monitoring data, research. Are there any gaps in the evidence?

Please attach relevant research/evidence/monitoring

Source/Title of evidence	Gaps in evidence remaining	Further evidence to be gathered
<p>Our consultation model:</p> <p>In order to obtain a comprehensive response that was representative, inclusive and relevant it was identified at an early stage that the process would have a specific aim of addressing traditionally hard to reach groups in our communities. Taking this into account, the process of obtaining public feedback would utilise a mixed methodology focussing on the following approaches termed the 5 S's:</p> <ol style="list-style-type: none"> 1. Key stakeholder Summits 2. Open door community Sessions in conjunction with City of Edinburgh Council and the Neighbourhood Partnerships 3. Street Surgery questionnaire 4. Online Survey 5. Business Strategy <p>Comprehensive profiles detailing the outcome of consultation as it related to Edinburgh's 17 multi-member wards can be found at APPENDIX A in this document.</p>		

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<p>In addition to obtaining grass roots response via the street surgery campaign, local community sessions and surveys, it was acknowledged that engagement should also take place from a top down perspective within key stakeholder areas. These were identified as:</p> <ul style="list-style-type: none">▪ Business sector▪ Health sector▪ Housing sector▪ Voluntary sector <p>The above sectors, in addition to the street surgeries, would potentially provide a platform for organisations linked with or who provide a service to a broad section of the public including hard to reach groups such as the elderly, children and families, youths, offenders, minority groups and those with physical or mental disabilities or illness.</p> <p>The methodology comprised of telephone based consultations, face-to-face engagement and the provision of bespoke online questionnaires aimed at both the general public and business sector. A report outlining this methodology is attached at APPENDIX B.</p> <p>The following groups were included in the consultation;</p>		
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Business:

- Sheraton Grande Hotel and Spa
- Edinburgh International Conference Centre
- Standard Life
- Scottish Widows
- Lloyds TSB banking Group
- HBOS
- Clydesdale Plaza including Cairn Energy
- Capital House
- Bank of New York
- Sir Robert McLain
- Hams Robertson
- Check in Group (includes over 150 Edinburgh hotels)
- Checkout Group (most retail outlets within the city centre)
- Edinburgh Castle
- Edinburgh Festival Fringe Organisers
- Edinburgh Winter Event (Astrodome)
- Royal Mile Retailers Edinburgh Chamber of Commerce
- Leith Chamber of Commerce
- Federation of Small Businesses
- Scottish Enterprise
- Royal Bank of Scotland
- Essential Edinburgh
- Marketing Edinburgh
- Visit Scotland
- Fort Kennard Shopping Centre
- Cameron toll Shopping Centre
 - Starbucks
 - Royal Mail
 - Edinburgh Chaplaincy Service
 - Edinburgh Airport

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Efforts to cultivate and nurture effective partnerships, aimed at liaising with and supporting specific groups, form part of a continuous strategy of engagement pursued by Police Scotland and any evidential gaps referred to herein relate to the development of the specific policy or process described above.

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<ul style="list-style-type: none"> ▪ Ocean Terminal Shopping Centre ▪ Harvey Nichols Department store 		
<p>Health Sector:</p> <ul style="list-style-type: none"> ▪ NHS Lothian Executive Management Team ▪ NHS Lothian Palliative Medicine Consultants ▪ City of Edinburgh Mental Health Nurse Managers (community) ▪ Scottish Ambulance Service ▪ Edinburgh Community Health Partnership ▪ Drugs and Alcohol Forum ▪ Edinburgh General Practitioners 		
<p>Housing Sector:</p> <ul style="list-style-type: none"> • Dunedin Canmore (DC) was chosen as it alone has 6000 properties and over 200 staff spread across Edinburgh. • Port of Leith Housing (POLH) was chosen as it owns and rents out over 2300 properties in and around Leith. • Edinburgh Tennants Federation was chosen as they represent tenants and residents across Edinburgh encouraging them to work with their landlords to ensure they have a say in running the running of their communities. 		

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<p>Voluntary Sector:</p> <ul style="list-style-type: none"> ▪ Volunteer Centre Edinburgh (represents entire sector) ▪ ELREC Edinburgh and Lothians Regional Equality Council (Minority groups) ▪ Age Scotland (elderly) ▪ Alzheimer Scotland (elderly / mental health) ▪ Barnardo's (children and families and offenders) ▪ Bethany Christian Trust (misc. including alcohol, drugs & homelessness) ▪ Capability Scotland (physical disability) ▪ Children 1st (children and families) ▪ Citizen's Advice Edinburgh (misc. including minority groups) ▪ Ecas (physical disability, incorporating lay advisors) ▪ Edinburgh Voluntary Organisations Council (represents entire sector) ▪ First Hand Edinburgh (children and families) ▪ 6VT Youth Café (youths) ▪ YMCA Edinburgh (misc. including drugs, alcohol & homelessness) ▪ Children in Scotland ▪ Mentor (Drugs and alcohol) ▪ Mindroom (Mental health) ▪ Neighbourhood Alliance (misc.) ▪ Salvation Army (misc. including drugs, alcohol & homelessness) ▪ SACRO (offenders) 	<ul style="list-style-type: none"> ▪ Using existing ELREC networks offers a coordinated exposure of the policy across a broad spectrum of equality groups, however it is recognised that there is scope for direct consultation with key groups representing for example LGBT interests. ▪ Direct feedback from Young persons, beyond those approached via street surgeries, community events or online surveys, would potentially offer greater clarity in terms of canvassing opinion and perspective on youth focussed Police activity from that group. 	<ul style="list-style-type: none"> ▪ Following our consultation we received an approach from NHS Lothian who facilitate a help group aimed at providing support for persons identifying themselves as Transgender. Despite our having made a parallel approach specifically directed toward healthcare providers, this group and therefore potentially others would appear to have been overlooked. They expressed an interest in facilitating access to any future consultation and arrangements are in hand to explore this and other sources of opinion and perspective from specific groups. ▪ Canvass youth opinion / perception on Police activity specifically directed toward their group.
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<ul style="list-style-type: none">▪ Street Pastors (misc.)▪ Street Work (youths, drugs alcohol & homelessness)▪ Crossreach▪ Samaritans▪ Mental Health Foundation▪ Scottish Council for Voluntary Organisations▪ Health in Mind▪ Scottish Association for Mental Health Action Group▪ Child Brain injury Trust▪ Edinburgh Tenants Federation▪ Edinburgh Young Carers▪ Intowork▪ Lothian Centre for Inclusive Living▪ Milan▪ Venture Scotland▪ Women's Aid Scotland		
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<p>Education</p> <p>The methodology employed involved utilising school link officers, Safer Neighbourhood Teams and the Police University Liaison Team.</p> <p>School link officers across the City obtained feedback during the street surgery campaign by gathering together pupils of various ages in both primary and secondary schools, requesting they fill in the survey questionnaires. Safer Neighbourhood Teams were tasked with carrying out a similar exercise at Napier University. Further to this, the Police University Liaison Team, which has close links with staff, accommodation providers and security within Edinburgh University addressed this area.</p> <p>Finally the online survey has been circulated accordingly throughout the university network.</p>		
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<p>HMP Edinburgh</p> <p>HMP Edinburgh was considered a major stakeholder and an essential partner to consult with given the existing working partnerships and structures, which are in place between Police and the Scottish Prison Service in Edinburgh.</p> <p>A face-to-face meeting was held with the Prison Operations Manager, their Intelligence Manager and the Prison Liaison Officer (Police Officer) at HMP Edinburgh.</p>		
<p>The Army in Edinburgh</p> <p>1 Scots (Royal Regiment of Scotland) based at Dreghorn Barracks</p> <p>3 Rifles are based at Redford Barracks</p> <p>There are approximately 3000 soldiers and their dependents living in Colinton.</p>		
<p>1.4 Is there any potential for the policy or practice to discriminate, directly or indirectly, or disadvantage any particular group/s?</p>		
<p>No</p>		
<p>1.5 Is there any opportunity to advance equality for any group/s by removing an existing inequality/disadvantage? Yes/No</p>		
<p>No</p>		

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1.6 Is there any potential for impact (negative or positive) on relations between different groups? E.g. Can it lead to tension between any groups and cause damage to relations or will it help to foster good relations? Yes/No					
The process provides a platform for different elements of the community to view community issues as a collective and acknowledge different perspectives.					
The measures outlined in the Policing plan do not set out to isolate or target any particular groups beyond the deployment of resources as directed by established principles and safeguards afforded by intelligence led Policing.					
1.7 Which of the protected groups is the potential impact relevant to and to what level?					
	High	Medium	Low	No Relevance	Reasons
Age				X	The relevant documents are reference documents and serve only to publicise selected policing priorities for the City and multimember ward areas for the period 2013 - 2014. Any operational activity directed toward specific groups by Police, would continue to be proportionate and considered through the application of established National Intelligence Model principles and safeguards.
Disability				X	“
Gender				X	“
Gender Reassignment				X	“
Marital / Civil Partnership Status				X	“
Pregnancy & Maternity Leave				X	“

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Race				X	“
Religion or Belief				X	“
Sexual Orientation				X	“

Note: If the impact of the policy is considered to be of no relevance to **any** equality group/s, then there is no need to progress to a full equality impact assessment. However if the screening above has high, medium or low against any of the aims of the public sector general equality duty, then a full impact assessment should be done. In a very few cases where the relevance is considered to be low, it may be necessary to postpone the full impact assessment – if this is decided the reasons should be recorded and the date for reviewing this decision inserted below.

1.8 Quality Assurance and Decision: On completion of Screening for Relevance, seek advice from the Equality and Diversity Units		
Comments from the Equality and Diversity Units regarding the above screening level:		
The LPP Document does not show any obvious adverse impact on any of the Protected Characteristics and as such a full EIA is not required at this point. If any impacts are identified then this will be addressed and completion of a full EIA should be considered.		
EIA Author's Name: James Jones	Designation: PI	Date: 03/04/13
E&D Unit - Name: PC 350 Mike Parsons	Designation: Equalities and Diversity Officer	Date: 12-04-2013
Note: If a full equality impact assessment is not required, the senior manager who is the policy's owner must also sign off the screening, OR if it is decided that a full EIA cannot be done at this time, the reasons given and a date for reviewing this decision given below.		

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Reason for postponing full EIA		Date for reviewing:
Policy Owner's Name:	Designation:	Date:

STAGE 2: GATHERING EVIDENCE INCLUDING CONSULTATION/INVOLVEMENT

Consultation: This section should be used to record **all** consultation conducted by the author in creating **this version** of the policy with a consultation record being developed for every individual or organisation consulted with. **The Owing Department/Author must retain all correspondence (emails, letters, notes, draft/final document versions, etc) during the creation of the procedure, policy, function or activity.** Copy and paste issues raised into 4th column below.

2.1 Log on consultation undertaken				
	Date sent	Date received	Response – issues/concerns raised	Amendments etc. made

2.2 Evidence/Information from Other Sources (attach relevant research/evidence/monitoring)	
Source/Title of evidence	Further evidence gathered
N/A	

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STAGE 3: ANALYSIS

3.1 Analysis of Evidence Obtained: summarise the findings from 2.1 and 2.2 above and what does it tell us.	
Issue/concern raised	Analysis/Comment

STAGE 4: DECISION / MITIGATION ACTION / JUSTIFICATION

4.1 What is your decision? (see page 11 of guidance)	Please tick only 1 box
A. No Change is required (no adverse impact)	
B. Adjust the policy (to remove or minimise the adverse impact)	
C. Continue the policy (despite adverse impact being identified – complete 5.1 below)	
D. Stop and remove the policy (in case of unlawful discrimination)	

Note: if options A or D are chosen, then stage 5 (mitigation) is not required.

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MITIGATION /JUSTIFICATION

4.2 Can any negative impact be justified on a legal or objective ground? If so, please give full details here - attach any ECHR and /or legal guidance or similar received"

4.3 MITIGATING ACTION PLAN: What mitigating or positive action/s have been or will be taken to minimise/eliminate any potential for adverse impact on our ability to meet the aims of the Public Sector Equality Duty? And, how will this action be monitored to see if it is reducing any adverse impact?

Issue / Concern identified	Mitigating Action taken/ to be taken	Evaluation/ Monitoring method	Timescale & Updates	Action Owner	Strategic Ownership & Links to Equality Outcomes

STAGE 5: IMPLEMENTATION AND REVIEW

5.1 What arrangements /systems are / will be in place to monitor the effect of the policy once it is implemented and how will this relate to our duty to advance equality?

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5.2 Who will be responsible for the above monitoring?

Edinburgh Division Divisional Coordination unit personnel.

5.3 When will the policy be reviewed and who will be responsible for this review?

June 2013 by Divisional Coordination Unit personnel, Edinburgh Division.

STAGE 6: FINAL EQUALITY IMPACT ASSESSMENT SIGN OFF

Statement by Author of the Policy - This policy has been developed in accordance with the EIA guidance notes having considered the impact and effect of this policy against the general equality duty and taken appropriate steps to mitigate, reduce, eliminate, or provide justification for any adverse impact it may have.

Name: James Jones

Designation: PI

Date: 12/4/13

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Quality Check: Full Impact Assessment Checked by the Equality & Diversity Units

Name: PC 350 Mike Parsons

Designation: Equalities and Diversity officer

Date: 12/4/13

Force Executive officer/Divisional Commander/Director of Resources

The final stage of the EIA is for the policy owner to formally sign off the document as being a complete rigorous and robust assessment. Decision makers must take account of the results of Equality Impact Assessments when considering whether to approve a new or revised policy.

Name: Mark Williams

Designation: Chief Superintendent

Date: 18/04/13

STAGE 7: PUBLICATION. LEGISLATION REQUIRES THIS TO BE PUBLISHED IN AN ACCESSIBLE FORMAT AND AVAILABLE IN A REASONABLE TIME.

Place(s) published	Date(s) published
POLICE SCOTLAND WEBSITE	XXXX
Continue rows as required	

APPENDIX A

See separate attachments

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APPENDIX B

See separate attachments