Non-protected

Equality impact assessments

Template



# Name of policy: Carbon Management Plan

## Introduction

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| Lead officer | Alison Gardiner  |
| Others involved in the assessment | Vicki Scaife, Lisa McGregor  |
| Date(s) of assessment | 16th March 2015 |

## Description of policy

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| Background | As an NDPB **sport**scotland is required to meet the Scottish Government’s commitments within the Climate Change Scotland Act 2009 and aims to be an efficient and effective public body through continuously improving environmental performance.**sport**scotland has established a Carbon Management Plan which provides the framework for improving carbon efficiency through delivering against a series of projects/activities to reduce its carbon footprint. .  |
| Purpose and outcomes | The purpose of the Carbon Management Plan is to describe the organisation’s commitment to carbon efficiency, establish a carbon reduction target for the five years of the Plan and list a series of projects and their anticipated benefits (both carbon and financial impact). .  |
| How it links to sportscotland corporate and business plans | The Carbon Management Plan is part of 2013-15 Business Plan Action : G3 (Environmental Management) Continue to improve the processes, systems, facilities and services that are essential to an effective and efficient national agency that adds value to the sports sector. |
| How we intend to implement the policy | The Carbon Management is made available to all staff via the **sport**scotland Corporate Document Management System (SharePoint).Environmental Performance Statements are appended to the Annual Report and Accounts demonstrating where carbon and financial efficiencies have been achieved over the previous year. These form part of the organisation’s Publication Scheme and are available on the website. .  |

## Who policy is likely to impact on and how

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| Who will the policy benefit (i.e. who is the customer?) | The Carbon Management Plan applies to all individuals working for and contracted to **sport**scotland which includes **sport**scotland Board members and all employees, contractors, consultants and/or related personnel of **sport**scotland acting in any capacity or activity sanctioned by **sport**scotland as determined by one of **sport**scotland’s Executive Directors in writing. The policy will benefit all staff and visitors on **sport**scotland’s sites.  |
| Which partners will be involved and how? | **sport**scotland has identified that there are no specific requirements for partner involvement in respect of the Carbon Management Plan as these are internal arrangements which have been subject to internal consultation with **sport**scotland staff. However, externally its development had the support of the Carbon Trust.  |
| Is it designed to impact on one/some/all people who share a protected characteristic? How? | The Carbon Management Plan has been developed to impact on all staff and does not focus on any specific protected characteristics/equality groups protected under the Equality Act 2010.  |
| How will/are different customers involved in development and roll out of policy? If no involvement mechanism how will needs be identified and addressed? | The development of the Carbon Management Plan was led by the Head of Office Support Services and consulted on within the Carbon Management Group and Estates Strategy Group and signed off by the Strategic Management Team.  |

## Think about the impact the policy/practice will have on eliminating discrimination, promoting equality of opportunity and fostering good relations between different groups. Also consider whether there is potential for discrimination.

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| Protected characteristic | What do we know about this group in the context of this policy?[[1]](#footnote-1)What further evidence should we collect? | Potential impact (positive and negative) on people who share the characteristic?  | What could we do to reduce any negative impacts, maximise positive impacts and ensure quality information? |
| Age  | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)).  | Actions to improve the sustainability of the sportscotland estate and operations are designed to impact positive on all. **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on age. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of age.**sport**scotland will continue to monitor and mitigate any potential negative impact of the policy on staff because of age. | N/A |
| Disability | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)).The Equality Act 2010 requires employers to provide information in accessible formats and makes it clear that staff cannot be charged for any adjustments. In addition, sportscotland is required to make reasonable adjustments to working environments to ensure equality of opportunity. | If the Plan is not provided in accessible formats it will not be readable by staff with disabilities.  | Staff are advised that if they if they require the Plan in a different format they should contact the ICT Helpdesk.  |
| Gender reassignment  | **sport**scotland has no information on gender reassignment. | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on gender reassignment. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of gender reassignment. | N/A |
| Race  | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on race. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of race. | N/A |
| Religion or belief | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on religion or belief. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of religion or belief. | N/A |
| Sex | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on sex. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of sex. | N/A |
| Sexual orientation | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on sexual orientation. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the policy on staff because of sexual orientation. | N/A |
| Pregnancy and maternity | **sport**scotland has no information on pregnancy and maternity. | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on pregnancy and maternity. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of pregnancy and maternity. | N/A |
| Marriage/civil partnerships | **sport**scotland undertakes an annual diversity and equality monitoring survey which assists us to maintain equal opportunities best practice and identify barriers to workforce equality and diversity. See **sport**scotland’s equality monitoring survey (available in our [employee information report](http://www.sportscotland.org.uk/resources/equality_mainstreaming)). | **sport**scotland is not aware of any adverse impact of the Carbon Management Plan on marriage/civil partnerships. **sport**scotland will continue to consider research and evidence to establish and mitigate any potential negative impact of the Plan on staff because of marriage/civil partnerships. | N/A |

## Who will be consulted internally on this EQIA?

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| Consultation will take pace with the Corporate Services Heads of Service and Carbon Management Group members. .  |

## What recommended steps should we take to improve the policy/practice and monitor its equality impact?

In making recommendations, project leads should balance how to maximise the positive impact of the policy or practice on all people who share the protected characteristics, with the requirement to maximise the core outcomes of the policy/practice (i.e. recommendations should be proportional and relevant.) The assessment should take steps to embed ways of monitoring the ongoing impact of the policy and practice.

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| Whilst **sport**scotland recognises that there is limited evidence in relation to the protected characteristics, the equality impact assessment indicated that the Fire Safety Toolkit is expected to have a positive impact on most of the protected characteristics. **sport**scotland will continue to monitor new research findings in this area in order to ensure good practice across all equality strands.The following actions have been identified at this stage:

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| Action | Responsibility | Timeline |
| Include a section in the Carbon Management Plan advising Staff that if they if they require the policy in a different format to meet the requirements of their disability they should contact a member of the ICT Helpdesk. | Alison Gardiner  | End March 2015  |
| Staff awareness should continue to be raised around the availability of a range of ICT equipment to mitigate the impact of any disability (through the DSE assessment process and general workplace monitoring).  | Alison Gardiner Health & Safety Officers  | Ongoing, reported to the Health and Safety Committee |

It is important to ensure that further assessment is undertaken by **sport**scotland in the event that the Carbon Management Plan is developed further, anticipated early in 2015/16.. Although no significant equality issues were identified during the development of the Carbon Management Plan, **sport**scotland’s understanding of the Equality Impact Assessment Process has developed which will allow us to develop better outcomes for staff in the future in relation to equality matters.  |

## Sign off

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| Assessment signed off by: | Corporate Services Team Heads |
| Sign off date: | 23rd March 2015  |

1. Best practice would involve gathering evidence through internal and external consultation. [↑](#footnote-ref-1)