
Equality Impact Assessment



SHETLAND
ISLANDS COUNCIL

INTRODUCTION

An Equality Impact Assessment (EQIA) is an evidence-based approach designed to help the Council ensure that its policies, strategies and proposals for change meet the needs of everyone.

This Equality Impact Assessment (EQIA) enables you to assess what you're proposing against the Public Sector Equality Duty and the Fairer Scotland Duty. The EQIA process involves:

- Step 1: Develop a Clear Understanding of your Objectives: outlining details of your proposal and background information.
- Step 2: Data & Consultation: evidence sources for assessment.
- Step 3: Screening Assessment of Impact: completing the screening process to determine if the proposal requires completion of a full impact assessment. The screening process can stand alone as a final summary if no significant impacts are identified.
- Step 4: Full Impact Assessment: to enable a more detailed analysis of the proposal, the impacts and any mitigations or actions to be put in place. This Step may not be required depending on the outcome at Step 3.
- Step 5: Monitor & Review: setting out how impacts will be monitored.
- Step 6: Decision & Authorisation: setting out decision from impact assessment and authorisation.
- Step 7: Publication of Result

STEP 1: Develop a clear understanding of your objectives		
Title of your proposal* Name of piece of work, for example policy, strategy or proposal (including budget proposals)	Commission Financial Health and Fuel Poverty Advice Service	
Do you have authority for your proposal?	Yes <input type="checkbox"/>	please explain:
	No <input checked="" type="checkbox"/>	Policy and Resources Committee, 1 st December 2025
Do you have budget for your proposal?	Yes <input checked="" type="checkbox"/>	Current contract is funded, til March 2026. Seeking approval for continuation for next 4 years.
	No <input type="checkbox"/>	please explain how and when you intend to get budget:
Lead officer (name and job title)	Emma Perring, Team Leader – Community Planning	
Is this a new or existing policy/ proposal? (include any information on previous relevant work)	This will be the third contract renewal, should approval be given.	
Brief description of policy / proposal (including purpose, objective aims and/or intended outcomes)	Access to Financial Health Service (improved money management skills, removal / reduction in household debt) and Fuel Poverty Advice Service (tailored support to reduce energy bills).	

STEP 2: Data & Consultation	
What evidence sources are you using in making the assessments?	
Internal or existing data Please detail the sources you have considered to identify any impact on those within different equality groups.	Population data. Current service provision data.
Consultations with officers or partner organisations Please list your sources	Consultation with SICAB. Council services and partner organisations stating suitable access to services.

<p>Other: Please list your sources</p>	
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STEP 3: Screening Assessment of Impact

Please identify the type of impact your proposal will have on those with a protected characteristic. A positive impact is likely to contribute to promoting equality or improving relations within an equality group. A negative impact could disadvantage that particular equality group. A brief explanation should be provided, based on the evidence or information gathered and outlined above.

Equalities – Protected Characteristics	Please identify the type of impact your proposal will have on those who fall into the following categories:		
<p>Age Will your proposal have an impact on those within a specific age group? For example, those over 60.</p> <p>Will your proposal have a negative impact on those within a particular age range? For example (individuals aged 18 to 30)</p> <p>Note: Age discrimination legislation applies only to those aged 18 and over.</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact on those of different ages. Service delivery is inclusive of everyone.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Disability Will your proposal have an impact on those who have a disability? For example, will those who have a disability be discriminated compared to those who do not? For example, someone with a hearing impairment.</p>	<p>Positive <input checked="" type="checkbox"/> Service provision is likely to have a positive impact on those who have a disability; those who have a disability tend to, proportionately have greater needs for these advice services.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>

<p>Gender Reassignment Will your proposal have an impact on those who are considering, undergoing or have undergone gender reassignment? For example, would the proposal lead to discrimination for those who have undergone gender reassignment (a process to reassign your sex)</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact on those who have undergone or are undergoing gender reassignment. Service delivery is inclusive of everyone.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Marriage and Civil partnership Will your proposal have an impact on those who are married or in a civil partnership? For example, would the introduction of your proposal lead to discrimination for anyone who is married or in a civil partnership?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact on those who are married or in a civil partnership. Service delivery is inclusive of everyone.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Pregnancy and Maternity Will your proposal have an impact on those who are pregnant or on maternity (up to 26 weeks) compared to those who are not?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact on those who are pregnant or on maternity. Service delivery is inclusive of everyone.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Race Will your proposal have an impact on anyone because of their race, ethnicity or nationality?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact in relation to race.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Religion or Belief Will your proposal affect those who have a religion, belief or lack of religion or belief? For example, will those who have a religion be affected negatively?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact in relation to religion or belief.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Sex Could your proposal have an impact on those of a specific sex? For example, could males be impacted differently than females?</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> Service provision does not have any particular</p>	<p>Negative <input type="checkbox"/> please explain:</p>

		impact in relation to sex.	
Sexual Orientation Could your proposal have an impact on those who are heterosexual, gay, lesbian or bisexual?	Positive <input type="checkbox"/> please explain:	Neutral <input checked="" type="checkbox"/> Service provision does not have any particular impact in relation to sexual orientation.	Negative <input type="checkbox"/> please explain:
Fairer Scotland Duty - Socio-economic Inequalities	Please identify the type of impact your proposal will have on low income households.		
Low income / income poverty Those who cannot afford to maintain regular payments such as bills, food, clothing payments	Positive <input checked="" type="checkbox"/> The service will have a positive impact on those who are on a low income / income poverty. These households will have greater need for these advice services, and local support is targeted to support them to access them, in order to maximise their household income.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:
Low and/or no wealth Those who can meet basic living costs but have no savings for unexpected spend or provision for the future	Positive <input checked="" type="checkbox"/> As above.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:
Material deprivation Those who cannot access basic goods and services, such as repair/replace broken electrical goods, heat their homes or access to leisure or hobbies	Positive <input checked="" type="checkbox"/> As above.	Neutral <input type="checkbox"/> please explain:	Negative <input type="checkbox"/> please explain:

<p>Area deprivation Consider where people live (such as rural areas) and where they work (accessibility and cost of transport)</p>	<p>Positive <input type="checkbox"/> please explain:</p>	<p>Neutral <input checked="" type="checkbox"/> The service is not targeted at any particular geography within Shetland; instead, ensuring that there is ease of access, throughout the islands.</p>	<p>Negative <input type="checkbox"/> please explain:</p>
<p>Socio-economic background Social class, such as parents' education, employment, income</p>	<p>Positive <input checked="" type="checkbox"/> The service will have a positive impact on tackling inequalities associated with class, employment and income, by supporting those with a lower household income, to increase this through benefit checks and energy advice.</p>	<p>Neutral <input type="checkbox"/> please explain:</p>	<p>Negative <input type="checkbox"/> please explain:</p>

Outcome of Screening Process		
<p>If any negative impacts have been identified above, a Full Impact Assessment will be required (Step 4).</p>		
<p>Will a Full Impact Assessment be required for:</p>		
<p>Equalities</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>
<p>Fairer Scotland Duty</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input checked="" type="checkbox"/></p>

If a Full Impact Assessment (FIA) is not required, do not complete Step 4 or 5 and proceed to Steps 6 & 7.

STEP 4: Full Impact Assessment

The full impact assessment must be completed where negative impacts have been identified at Step 3 above. Each of the negative impacts identified at Step 3 above will be explored in more detail to identify whether the proposal has a low, medium or high impact and whether there are any appropriate mitigating actions or changes that can be put in place to lessen that impact.

Protected Characteristic	Identified Negative Impact from Step 3	Low /Medium / High Negative Impact	Mitigating Actions/Changes Please state and summarise your mitigating actions or changes to the proposal for the negative impact(s) identified in Step 3.

Type of Socio-Economic Disadvantage	Identified Negative Impact from Step 3	Low/ Medium / High Negative Impact	Mitigating Actions/Changes Please state and summarise your mitigating actions or changes to the proposal for the negative impact(s) identified in Step 3.

STEP 5: Monitor & Review

What will change as a result of this proposal?	
How will the implementation of the proposal and any impacts be monitored?	
When is the proposal due to be reviewed?	
Who is responsible for ensuring this happens?	

STEP 6: Decision

Implement proposal with no amendments	<input checked="" type="checkbox"/>
Implement proposal taking account of mitigating actions as outlined above.	<input type="checkbox"/>
Reject proposal due to disproportionate negative impact.	<input type="checkbox"/>
<p>Please detail your reason for this decision: The Screening did not identify any negative impacts or a need to amend the service.</p> <p>It is essential to provide a clear explanation for your decision. This should include the rationale behind choosing to implement, amend, or reject the proposal, based on the evidence of your impact assessment.</p>	

<p>Authorisation: If you are the author of the policy and assessment, you must seek authorisation from an Executive Manager or Director. The author cannot also be the authoriser.</p>		
Title of Policy / Proposal:	Provision of Financial Health and Fuel Poverty Advice Service	
Directorate and Service:	Community Planning & Development, Development Directorate	
Policy and assessment author (s)	Name: Emma Perring Job title: Team Leader – Community Planning Date: 03/11/25	Name: Job title: Date:
Authorised and approved by Director or Executive Manager	Name: Neil Grant Job title: Director of Development Services Date: 26/11/25	

<p>STEP 7: Publication</p> <p>Please include a detailed summary of the result of the assessment in Council reports.</p> <p>Once authorised, you should publish the EQIA in PDF format on the Equality Impact Assessments page of the Shetland Islands Council website. If you are unable to upload this directly to the website, please contact Hannah Chapman - Community Planning & Development.</p>
