

EQUALITY IMPACT ASSESSMENT (EqIA) – INITIAL SCREENING

SECTION ONE: ESSENTIAL INFORMATION

Directorate and Service :	Development and Partnership			Name of Lead Officer:	Alison Turnbull	
				Directorate/Team:	Development and Partnership	
				Tel:		
				Email:	equality@hes.scot	
Proposal/Project:	Corporate Plan 2019 Onwards			Reference No. (if applicable):		
What is the Proposal?	Budget & Other significant Financial Decision	Corporate Policy/Plan (New or Change)		New or Changed HR Policy & Practice		New or Changed Service Delivery / Service Design
	No	Yes		No		No
Who Does the Proposal Affect?	Members of the Public	Employees	Partners	Stakeholders	Other, please specify:	
	Yes	Yes	Yes	Yes	Everyone in Scotland; including National/International visitors as well as people who do not engage with or are aware of the range of HES involvement in heritage, tourism, conservation and the contribution made to cultural development and community empowerment.	

The main aims of this proposal	Projected Outcome of this Proposal
<p>We want the historic environment to make a real difference to people’s lives: to our health, to our economy, to our culture, to our environment. We want heritage to break down barriers, to involve everyone and to bring them together, so that we all benefit.</p> <p>This contribution cannot be done in isolation and the corporate plan aspires to:</p> <ul style="list-style-type: none"> • Widen opportunities for people to see it, connect with it, create it, understand it and explore it in everyday life • Recognise that we cannot protect everything but through working together to share all of our skills, research and information across the nation and across the world – on everything from climate change, global tourism to promotion of traditional skills to ensure the historic environment thrives for generations to come • Value the importance of the historic environment to our economy; for employment and for our ability to innovate and create • Show how the past is presented today needs to reflect the diversity of a modern Scotland and a modern world. Who people are and what they do right now is making and shaping the historic environment of tomorrow. <p>We are aiming to create a Corporate Plan which will be inclusive of the variety of different audiences which come into contact with HES and make HES attractive to new audiences.</p>	<p>The Corporate Plan outcomes will align with the National Performance Framework and are drafted as:</p> <ol style="list-style-type: none"> 1. The historic environment makes a real difference to more people’s lives 2. The historic environment is looked after, protected and managed for the generations to come 3. The historic environment makes a broader contribution to the economy of Scotland and its people 4. The historic environment inspires a creative and successful Scotland 5. The historic environment is cared for and championed by a high-performing organisation <p>We will set KPIs to provide us with a variety of qualitative information; anticipating that this can be used for more than one purpose as we move as an organisation to a more co-production model of engagement with our staff, partners, stakeholders, communities whether they be location or interest focussed.</p> <p>We aim to maintain continuity and build on the success of the first Corporate Plan by retaining the current strategic themes. The strategic themes will make more of a focus within our Annual Operating Plan/s.</p> <p>The Corporate Plan will be underpinned by and delivered through an Annual Operating Plan (AOP). The development of AOP and Directorate Plans is out of the scope of this assessment however AOP should be subject to individual EqIA.</p>

SECTION TWO: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010. Quantitative and qualitative information should be considered in determining any impact.

Protected Characteristic	Neutral Impact	Positive Impact	Negative differential Impact	Please provide information on how the impact on this protected characteristic was identified and arrived at.
Age		X		<p>The attached Annex provides information on the research and engagement activity undertaken which has been used to determine and assess for any differential impact.</p> <p>Informal consultation on the Corporate Plan 2019 - 2022 was supported by an external resource to assist HES in the development of an engagement toolkit. The toolkit developed in concert with staff resulted in a group of 60 staff participating in a variety of public, voluntary sector, partner and stakeholder engagement. Informal engagement was focused with staff, well-informed voices (members; partners and stakeholders) and seldom heard voices (equality protected groups; general public not aware of HES).</p> <p>Outputs from the variety of engagements carried out were shared at the #HelloHES Stakeholder event on 26/6/18 and this has informed the production of the Corporate Plan 2019-2022.</p> <p>We take the view at this point in the assessment process that the Corporate Plan aims and intended outcomes are unlikely to result in a negative differential impact.</p> <p>As part of the formal consultation we will analyse feedback and use this to test our current assessment level.</p>
Disability		X		
Sex		X		
Ethnicity		X		
Religion / Belief / non-Belief		X		
Sexual Orientation		X		
Transgender		X		
Pregnancy / Maternity		X		
Marriage / Civil Partnership		X		

Equality Protected Characteristics: What will be the impact of implementing this proposal against the general equality duty of : eliminating discrimination; advancing equality of opportunity and fostering good relations

General Equality Duty	Neutral Impact	Positive Impact	Negative Impact	Please provide information on activity, evidence and performance to meet the general equality duties.
<p>Eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;</p>		<p>X</p>		<p>Cross Reference with attached Annex</p> <p>HES People Strategy is underpinned by three strategic frameworks with a focus on: Health and Wellbeing; Learning & Development and Resourcing which will enable building a culture where staff feel supported and respected as well as developing a culture of mentoring and support for everyone.</p> <p>We have HR policies and processes in place to handle staff concerns/grievances including those relating to actual/perceived discrimination. Complaints from customers or visitors are managed through the Customer Complaints processes. Discrimination related grievances/complaints are reported as part of our annual equality reporting cycle.</p> <p>We reported on our gender pay gap in 2017.</p> <p>We capture our equality staff data profile and use this to support initiatives including apprenticeships, internships and positive action partnership with external groups.</p> <p>Mainstreaming and Equality Outcomes Report is supported by an equality action plan with a focus on Leadership and Governance; Representation of Board, staff and volunteers; Improved engagement in Service Delivery; Staff who welcome, value and promote inclusion; Fairness and due regard of the impact of our decision making.</p> <p>We have developed our equality impact assessment toolkit to help us assess that our strategies, plans, policies and decisions are tested, where relevant and proportionate, to assess impact on different equality protected groups.</p>

<p>Advance equality of opportunity between people who share a protected characteristic and people who do not share it; and</p>		<p>X</p>		<p>Cross Reference with attached Annex for examples of activity</p> <p>HES - Key Performance indicators</p> <p>OPIT Our Place in Time strategy and business strategies e.g. asset management; international working, digital development, visitor experience and skills of our staff and volunteers etc.</p> <p>Corporate Plan and outcomes reflective of the Scottish Government National Performance Framework</p> <p>Mainstreaming and Equality Outcomes Report 2017 – 2021:</p> <ul style="list-style-type: none"> • 2018 progress reported to Staff & Governance Committee – June 2018 • Mid Term Progress Report in development and on track for publication by end of April 2019
<p>Foster good relations between people who share a protected characteristic and people who do not share it.</p>		<p>X</p>		<p>Cross Reference with attached Annex for examples of activity</p> <p>HES - Key Performance indicators</p> <p>OPIT Our Place in Time strategy and business strategies e.g. asset management; international working, digital development, visitor experience and skills of our staff and volunteers etc.</p> <p>Corporate Plan and outcomes reflective of the Scottish Government National Performance Framework</p> <p>Mainstreaming and Equality Outcomes Report 2017 – 2021:</p> <ul style="list-style-type: none"> • 2018 progress reported to Staff & Governance Committee – June 2018 • Mid Term Progress Report in development and on track for publication by end of April 2019

JUDGED OVERALL LEVEL OF NEGATIVE /DIFFERENTIAL IMPACT:			
LEVEL		COMMENTS	
LOW	Yes	The delivery of outcomes within this new HES Corporate Plan will be supported through our Annual Operating Plan. The HES Equality Outcomes and Action Plan, which is subject to statutory review and publication, has already provided evidence in support of this assessment which will continue to be monitored and reviewed.	
Evidence		Appendix A: data used in research; insights from community engagement; examples of equality activity in practice and continuing developments.	Outcome: This initial equality screening meets the requirement for HES to demonstrate due regard of the general equality duty as outlined in the Equality Act 2010.

SECTION THREE: LEAD PROJECT OFFICER SIGN OFF

Lead Project Officer:			
Signature:	Celia Sweeney	Date:	5 th December 2018

SECTION FOUR: DIRECTOR/HEAD OF SERVICE SIGN OFF

Director / Head of Service:			
Signature:	Alison Turnbull, Director Development and Partnerships	Date:	31 st January 2019

Annex A: Data and evidence gathering, involvement and consultation

Included here are the results of our evidence gathering, including qualitative and quantitative data and the source of that information, whether national statistics, surveys or consultations with relevant equality groups.

Characteristic	Evidence gathered and strength/quality of evidence	Source	Engagement insights, quantitative data and how used
All	<p>Informal engagement: We engaged in informal conversation/observation using the following service design methodology:</p> <ul style="list-style-type: none"> Engage external resource on service design to inform Corporate Plan Involve staff in the design and use of an engagement toolkit Conduct engagement utilising existing events e.g. Pride, Mela, Launch of Gaelic Plan, seminars and conferences Conduct engagement with specific communities e.g. seldom heard e.g. Deaf community, staff, well-informed Specific stakeholder event 26/6/18 <p>Formal consultation period will run from 24th August 2018 to 2nd November 2018 And will be in the form of:</p> <ul style="list-style-type: none"> 2 Board roundtables 5 workshops with key partners Internal events with staff across HES sites Engagement activity using the service design approach will continue throughout the next consultation phase 	HES Engagement and Formal Consultation	<p>Insights from the engagement tell us that HES has the potential to:</p> <ul style="list-style-type: none"> Demonstrate the relevance of heritage to people's lives on a local, national and international level Be diverse and inclusive and remove barriers to participation both internally and externally Empower, support and enable communities through partnership working with other organisations to deliver on shared values and outcomes including education, employment, wellbeing and income generation Raise its profile and clarify its role by sharing and explaining the diverse work it undertakes Influence and develop policy on heritage, conservation and tourism on a national and international level Develop and build a culture of cross organisational innovation <p>The insights have been used to inform the development of our draft Corporate Plan.</p> <p>In recognition of the cultural and heritage significance of the Gaelic Language the Corporate Plan will be available in Gaelic on request.</p>
Age	<p>Scottish Household Survey 2016 [SHS] (Quality of data is high - official statistics).</p> <ul style="list-style-type: none"> In 2017, 35 per cent of adults had visited a historic or archaeological site (up from 31 per cent in 2014). Attitudes to heritage vary by age. For example in 2013, the proportion of adults who strongly agreed that "it is important to me that heritage buildings and places are well looked after" increase with age: 48 percent of those aged 16-24 strongly agreed compared to 63 percent of those aged 60 to 74. Cultural attendance at specific events or places varies by age. Those aged 25 to 59 are most likely to visit historic or archaeological places. Whereas those aged 16-24 and 75 plus are less likely to visit historic or archaeological places. This pattern is similar in previous years. Reasons for non-attendance varied by age. For the younger age groups, cost is an issue, poor health is a factor for older age groups and lack of time an issue for age groups in the middle. 	Scottish Household Survey 2017 People, Culture and Heritage in Scotland 2013	<p>Data availability on age, attitudes to and engagement with the historic environment is good for the historic environment as a whole. HES visitor data is captured in a variety of ways from ticketing; membership and specific information on the visitor experience (via external resource).</p> <p>Potential new actions for inclusion in relevant annual operating plan/s: There may be some merit in further exploring how this information is shared across Directorates to learn from and inform activity.</p> <p>Examples of Action taken:</p> <ul style="list-style-type: none"> Concessionary pricing - Year of Young People (YOYP) Concessionary pricing in terms of age; family etc. YOYP has supported and planned a range of projects throughout 2018 Improved use of social media to engage 16-24 year olds in events/activities across the historic environment The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.

	<p>Source: HES staff statistics: The HES staff age profile as at December 2017 is as follows: (16-29: 17%; 30-39: 23%; 40-49: 24%; 50-54: 12%; 55-59: 12%; and 60+ 12%)</p> <p>HES Board data – sample size is too small</p> <p>Source: Population Census 2011 (Quality of data is high - official statistics). The estimated population of Scotland on 30 June 2011 was 5.25 million with 17% aged 65 and over. Scotland has an ageing population. In many areas an increase in older people is accompanied by a decline in younger people.</p>	<p>HES Staff Statistics 2017</p> <p>Population Census 2011</p>	<ul style="list-style-type: none"> Through our business planning we will explore how we can use particular initiatives to increase heritage value to younger people <p>In relation to younger people, 16% of HES employees are under 30.</p> <p>Example of Action taken:</p> <ul style="list-style-type: none"> Employment and training opportunities targeted at apprenticeship/internships Shadow Board position in place; commitment to 50:50 Commissioned research to explore barriers to access for different groups. This will inform the development and maintenance of our access policy for the properties in our care. See support below for older people who may require support in connection with age/disability related conditions The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.
<p>Disability</p>	<p>Public consultation: See reference above from engagement exercises.</p> <p>Source: Scottish Household Survey 2014 [SHS] and People, Culture and Heritage in Scotland, 2013, SG. Quality of this data is high, as it is an official statistics publication.</p> <ul style="list-style-type: none"> 35 per cent of adults had visited a historic or archaeological site as recorded in 2016; 31% in 2014 and 28% in 2013. <ul style="list-style-type: none"> There was little difference in attitudes to heritage between people with disabilities and long-term illness and people without disability/long-term illness. Overall those with a disability, illness or health problems or both are much less likely to attend a cultural event than those without. Those with a disability, illness or health problems or both are much less likely to attend a place of historical or archaeological interest than those without. Those living with a long term disability or long-term illness were more likely to attend the cinema, library or museum than a historic or archaeological place. The same pattern has been found in previous years. Cost, lack of interest and health were the three reasons for non-attendance that varied significantly by disability/long term illness. Those with a disability or long-term illness were far more likely to say the reasons for not attending was their health (64 per cent) – compared to 7 per cent for those with no disability/long-term illness. Non-attendance as “Not really interested” or “it costs too much” 	<p>HES Engagement and Formal Consultation</p> <p>Scottish Household Survey 2017</p> <p>People, Culture and Heritage in Scotland 2013</p>	<p>See reference above from engagement exercises.</p> <p>Overall data on attendance at historic sites by those with a disability or long-term illness is fair.</p> <p>Potential new actions for inclusion in relevant annual operating plan/s:</p> <ul style="list-style-type: none"> We do not yet have detailed information about visitors with particular disabilities and their particular needs at HES sites. Explore our records/archives/collections for hidden equality related histories <p>Examples of Action taken:</p> <ul style="list-style-type: none"> Introduction of BSL Tours at Edinburgh Castle were welcomed and received good feedback. Handling boxes for people with visual impairment Mobility scooters available at some sites Virtual Reality experience to enable people who because of location or disability cannot access some sites Exploring digital as a way of enabling and improving access Partnership with Euan’s guide Continuing discussion and exploration with external organisations on opportunities for joint working e.g. Scottish Autism; Capability Scotland; Forth Valley Sensory Centre etc. Our Corporate research on barriers to access, will explore issues around disability and access and this will be used to continue to inform our access policy.

	<p>were reasons given more commonly than those who were neither disabled or had a long-term illness.</p> <p>Source: Population Census 2011: <i>The quality of this data is high, as it is an official statistics publication.</i> In 2011, the proportion of people in Scotland with a declared disability or limiting illness was 20% (1,040,000 people), the same proportion as reported in 2001 (1,027,872 people).</p> <p>Source: Scottish Health Survey 2016 (<i>High quality data- official statistics</i>) In 2016, 30% of men (a rise of 2%) and 35% of women (has remained the same) in Scotland reported a limiting long-term condition or disability.</p> <p>Visit Scotland 2009 (<i>Quality of data is good</i>): Between January-June 2009, 12 % of all domestic trips to Scotland were made by visitors with access needs, or those accompanying someone who has access needs</p> <p>Source: Capability Scotland (December 2011): Evidence collected by Capability Scotland (through a series of involvement events with disabled people to inform Visit Scotland’s Accessible Tourism Project) suggests the key aspects most important to improving the holiday experience of disabled people are up to date and accurate information (including facilities and transport), excellence in customer services, physical access and good value.</p> <p>Source: HES staff statistics: At present 2.0% of HES staff (a rise of 0.6%) have a declared disability and 67% identify their status as not disabled (a rise of 5.4%). 5% of people recorded as “Prefer not to say” with 26% not known.</p> <p>HES Board data – sample size is too small</p>	<p>Population Census 2011</p> <p>Scottish Health Survey 2016</p> <p>Visit Scotland 2009 Capability Scotland 2011</p> <p>HES staff statistics 2017</p>	<ul style="list-style-type: none"> We are improving our disability monitoring of staff to provide a more complete profile of the workforce. Our Equality Mainstreaming Report includes a strategic commitment to this improvement. We have made improvements to the usability/accessibility of our website in terms of hosting our Corporate Plan and other strategic reports. We consider requirements and availability of the Corporate Plan in alternative formats to suit the needs of people with disabilities. The Corporate Plan outlines the HES commitment to equality, diversity and inclusion. <p>HES communication of the finalised Corporate Plan and its associated Annual Business Plans and strategies through use of plain English will help to meet the needs of those with learning difficulties and learning disabilities as well as share the message with lay people, who are not experts in the historic environment disciplines (for example, archaeology, history, historic buildings experts). In this draft Corporate Plan we are aiming for a more accessible tone in order to create a document which is more usable for a variety of different audiences.</p> <p>Disability and illness are one of the three main reasons people do not visit or engage with heritage (other issues are cost and lack of interest). The Census and Health Surveys show the scale of people with illness and disability in Scotland.</p>
<p>Gender reassignment</p>	<p>Source: Scottish Transgender Alliance and Stonewall Scotland Changing for the Better Guide for Employers</p> <ul style="list-style-type: none"> Information available for Scottish Transgender Alliance and Stonewall Scotland indicate that a commitment to employees and sound policies and practices, help support any individual who is undergoing or has undergone gender re-assignment. A key issue for the Transgender community is ensuring they are treated with respect and understanding when using public toilets associated with their chosen gender; and when going through security arrangements for major events 	<p>Scottish Transgender Alliance</p>	<p>Evidence around gender re-assignment is very limited generally and particularly in terms of heritage and tourism participation.</p> <p>Potential new actions for inclusion in relevant annual operating plan/s:</p> <ul style="list-style-type: none"> Consider HES becoming part of Stonewall Diversity Champions HES factor into People Strategy and working with our volunteers the need for training and awareness to ensure services to the LGBTI+ community. Sensitive data monitoring and capture Development of a staff Transgender Policy Explore our records/archives/collections for hidden equality related histories <p>Examples of Action taken:</p> <ul style="list-style-type: none"> Mainstreaming and Equality Outcomes Report in place supported by equality action plan Informal engagement with marchers at Edinburgh and Glasgow Pride

			<ul style="list-style-type: none">• Establishment of a HES LGBTI+ employee network• The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.
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Marriage and Civil Partnership	<p>Source: HES Staff Data (39% married/civil partnership; 33% single; 17% Not known; 10% others (includes Divorced and Separated)).</p>	<p>HES staff data 2017</p>	<p>Examples of Action taken:</p> <ul style="list-style-type: none"> • Corporate Plan materials promoting historic properties as visitor sites and as wedding/civil partnership venues use appropriate images that demonstrate the equal commitment to diverse and same sex relationships. • The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.
Pregnancy and maternity and Marital Status	<p>Source: HES Staff Data HES gather and report data on maternity leave and return to work.</p> <p>No data on visitors and other service users.</p>	<p>HES staff data 2017</p>	<p>The Corporate Plan references and commits to the development of all staff through sound policies and practices. For example, parental leave policies and special leave to care for dependants. No specific issues identified for marital status. Appropriate risk assessments in place for pregnant/breastfeeding staff.</p> <p>Potential new actions for inclusion in relevant annual operating plan/s:</p> <ul style="list-style-type: none"> • Include Shared parental leave take up and promotion across HES <p>Actions:</p> <ul style="list-style-type: none"> • Consider the use of imaging promoting <i>heritage for all</i>. • Operational plans to consider specialist access and facilities needed.
Race	<p>Source: Scottish Household Survey, SG, 2012 (bespoke analysis) Rates of attendance at historic places are similar for those from White, Asian and Other Ethnic groups. Other includes African, Caribbean or Black and other ethnic minority.</p> <p>Source: Population Census 2011, GROS Scotland has a 4% minority ethnic population, which varies greatly across different areas of the country. This presents some difficulties in terms of language skills and the use of English and also in terms of marketing to some of those hard to reach communities who traditionally look to their own for support, rather than external organisations.</p> <p>Source: HES staff data The ethnic profile of HES staff is: 1% ethnic minority (static report), 73% white (increase of 9%) and 16% not known (reduction of 9%); 10% prefer not say.</p> <p>HES Board data – sample size is too small</p> <p>Public consultation: See reference above from engagement exercises and formal consultation to follow</p>	<p>Scottish Household Survey 2014</p> <p>Scottish Population Census 2013</p> <p>HES Staff Data 2017</p> <p>HES Engagement and Formal Consultation</p>	<p>The available data shows that there are significant differences in terms of culture and heritage engagement by ethnicity.</p> <p>Potential new actions for inclusion in relevant annual operating plan/s:</p> <ul style="list-style-type: none"> • Consider creating a new shadow board opportunity • The consultation and delivery of the Corporate Plan through our Annual Business Plan needs to incorporate development activity. • Explore our records/archives/collections for hidden equality related histories <p>Examples of Actions:</p> <ul style="list-style-type: none"> • Mainstreaming and Equality Outcomes Report in place supported by equality action plan • Positive action BAME internship with external partner • The development of the Corporate Plan in plain English will support people who have English as a second language and may not be familiar with technical or legal terminology. • Able to offer the Plan in alternative languages upon request • The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.

<p>Sexual Orientation</p>	<p>HES Staff statistics 2% Gay, Lesbian, Bi-sexual and other sexual orientations 59% Heterosexual 14% prefer not to say</p> <p>HES Board data – sample size is too small</p> <p>No data on visitors and other service users</p>	<p>HES staff data 2017</p>	<p>HES do not capture any information about their visitors or other service users in relation to the protected characteristic of sexual orientation.</p> <p>Potential new actions for inclusion in relevant annual operating plan/s:</p> <ul style="list-style-type: none"> • Activity to be informed by internal LGBTI+ employee network • Explore our records/archives/collections for hidden equality related histories <p>Examples of Actions:</p> <ul style="list-style-type: none"> • Mainstreaming and Equality Outcomes Report in place supported by equality action plan • Establishment of a HES LGBTI+ employee network • Consider becoming part of Stonewall Diversity Champions • The Corporate Plan outlines the HES commitment to equality, diversity and inclusion.
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Revised 05.12.18