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FINAL FULL Equalities Impact Assessment (EQIA) Record Historic Environment Scotland Corporate Plan

The Equalities Impact Assessment (EQIA) is part of a commitment to equalities made by Scottish Government and is a requirement for Historic Environment Scotland. It enables us to consider how our activities, functions, strategies, programmes and services or processes – referred to as our policies – may impact, whether positively or negatively on any individual or group of people who share protected characteristics as determined by the Equality Act 2010. The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 requires that all new and revised policies undergo a screening for impact. Where impact is identified, a full EQIA is undertaken.

This EQIA considers whether the Historic Environment Scotland Corporate Plan 2016-19 impacts, either positively or negatively, on different sectors of the population in different ways.

Title of Policy/Practice/Strategy/Legislation	Historic Environment Scotland Corporate Plan 2016-2019	
Historic Environment Scotland Accountable Officer	David Mitchell, Acting Chief Executive	
Lead Official	Adam Jackson, Head of Corporate and Business Planning	
Officials involved in this EQIA	Name	Team
	Karen Robertson Senior Research Manager	Governance and Performance
Is this new policy or revision to an existing policy?	This is the first Corporate Plan for Historic Environment Scotland	

Screening

Policy Aim of the HES Corporate Plan?

The key aim of the Corporate Plan is to set out Historic Environment Scotland's (HES's) strategic direction 2016 to 2019. It explains the outcomes HES wants to achieve to ensure that Scotland's historic environment is cherished, understood, shared and enjoyed with pride, by everyone and how HES will achieve them.

The work will be delivered through Business Plans, which will be published each year and will provide the detail of specific activities, resources and performance indicators. At this stage it is too early to say what those specific actions might be, but on-going engagement with equalities groups (initiated as part of this EQIA process and the Historic Environment Strategy for Scotland EQIA processes) will ensure that equalities issues are factored into their delivery.

This is the first Corporate Plan for HES which is a new body created (in 2015) by bringing together the functions of Historic Scotland and the Royal Commission on the Ancient and Historical Monuments of Scotland. HES has its functions detailed in statute¹. It is intended that HES will provide a more resilient, sustainable and effective heritage service for Scotland, simplifying the public sector landscape and creating a higher profile lead public body for the historic environment in Scotland.

The Corporate Plan recognises how important it is that the historic environment is accessible to all the people of Scotland. As a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body.

The Corporate Plan clearly communicates the functions of HES and provides a useful high level platform to explain the public benefits of increased clarity, visibility and effectiveness which have the potential to increase awareness of the services and improve ease of access. Providing access to its collections and information is a statutory function of HES, thus safeguarding the public's access to these services.

What are the desired outcomes from the Corporate Plan?

The Corporate Plan identifies key outcomes and priorities to ensure that HES is focused on delivering the agreed purpose, vision and values. There are five outcomes:

- Scotland's historic environment makes a strong contribution to the cultural, social, environmental and economic wellbeing of the nation and its people.
- Scotland's historic environment is better known and understood.
- Scotland's historic environment is cared for and protected.
- People value, celebrate and enjoy the historic environment.
- HES is a high performing organisation.

¹ Historic Environment Scotland Act 2014

HES is the lead public body for the delivery of Our Place in Time (OPiT) - the historic environment strategy for Scotland. The EQIA undertaken for OPiT showed that equalities groups consider the historic environment an important cultural asset. The EQIA process for the Strategy enabled engagement with equalities groups and forged new links and relationships to inform the implementation of the Strategy. This EQIA for HES' Corporate Plan builds on this positive foundation.

Who will it affect?

Our historic environment is all around us, belongs to us all and we all have a stake in it. The Corporate Plan outcomes of Lead, Understand, Protect, Value and Perform are broad enough to ensure that the historic environment has the potential to engage and positively impact on all the people of Scotland. For example, as visitors to historic sites, as members of HES, as volunteers, as grant recipients and as delivery partners. Impacts include boosting the Scottish economy from tourism and through the creation of jobs; engaging communities, including targeted activity with and for young people; contribution to improved wellbeing; and benefits from supporting partnership working.

The historic environment and the work of Historic Environment Scotland is well placed to deliver benefits across a wide range of delivery areas. The Corporate Plan recognises how important it is that the historic environment is accessible to people in Scotland. One of the strategic themes is ***People value, celebrate and enjoy the historic environment***. To help achieve this outcome the Corporate Plan encourages wide-ranging access to the historic environment and a broad learning and engagement approach to growing understanding and active participation.

The main stakeholders who will be affected by the Corporate Plan are Scottish Government, partner organisations, business, public bodies, HES Board, HES staff and the general public.

These can be grouped into service users (including potential users), partners and funders; and the people who make up the organisation (staff, boards and volunteers). This impact assessment considered the general impact on people and any differential impact on people because of their age, disability, sex, pregnancy or maternity, gender identity, sexual orientation, race, religion or belief and marital status.

Users (and potential users), Partners and Funders

We expect that there will be positive benefits for all users, partners and funders through consultation, publication and delivery of the Corporate Plan. For example, as the Corporate Plan highlights services and functions and makes a commitment to equal opportunities, users (and potential users), partners and funders may benefit from opportunities for engagement with the historic environment. These could provide multifaceted cultural, socio-economic and health benefits, as well as learning experiences, for users interested in Scotland's past.

We have not found any evidence to suggest that the Corporate Plan would have any negative impacts and the increased visibility and clarity brought about by the consultation on, publication of and delivery of the Corporate Plan should broaden access and improve ease of access.

Staff, volunteers and board members

As a public sector body HES is subject to equalities legislation and conforms to the high standards expected of a public body. There is no evidence that people who share protected characteristics will be disadvantaged by the Corporate Plan.

Staff

HES is committed to equal opportunities recruitment. The diversity breakdown of staff is reported in the tables in Annex A. This data has gaps as RCAHMS did not collect data on ethnicity, sexual orientation, disability or religion. This will be gathered in the final quarter of 2015/16, and will be available for business use in 2016/17. We do not expect there to be any negative or differential impacts on staff with protected characteristics, or any change to their opportunities for recruitment to the organisation. Positive impacts may include that staff benefit from increased opportunities as the new organisation is larger and more diverse.

Volunteers

HES recognises the value and importance of volunteering, and volunteers have the potential to play an important role within the organisation. Any impacts on volunteers will depend on the development and implementation of operational policies, but the Corporate Plan provides a good high level vehicle to highlight the commitment to volunteering. HES status as an NDPB rather than a government agency may make it easier for the organisation to attract volunteers. In addition, the increased visibility and clarity of the organisation, highlighted by the Corporate Plan, may mean there is a greater access for those wishing to volunteer. There is no evidence to suggest the Corporate Plan will have any negative impacts on volunteers, and no differential impacts on volunteers with protected characteristics.

Board

The HES Board was appointed in January 2015 and the process was regulated by the Commissioner on Ethical Standards in Public Life. This process included a commitment to diversity. There is no evidence to suggest that the Corporate Plan will have any negative impacts on the Board, and no differential impacts on Board members with protected characteristics.

Positive impacts include that the HES Board signed up to the Scottish Government's 5050 by 2020 (a 50/50 gender balance). The profile of the current Board is four women and six men. The SG Public Appointments unit are unable to share other diversity data about Board members as the numbers are too small that it would be possible to identify individuals.

Delivery of the Corporate Plan has the potential to positively impact on the people of Scotland. The plan outlines our range of activities which can benefit current and future generations and make a major contribution to the nation's wellbeing.

Ensuring there is no detrimental impact on people who share protected characteristics is a key responsibility for HES.

As a public body HES has a specific duty to publish Equality Outcomes and a Mainstreaming Report by April 2017 and this commitment is recognised in the Corporate Plan. Key Performance Indicator 11 (identified in the Corporate Plan) is **We actively promote equalities**. This indicator will track how well HES is performing in terms of mainstreaming equalities across the organisation, including monitoring and the publication of an Equality Outcomes and Mainstreaming Report.

HES has a specific responsibility to exercise its functions with a view to promote diversity. This means that organisational policy development will aim to improve positive impacts for people with protected characteristics and other groups who traditionally find it hard to access services (for example socio-economic diversity).

What might prevent the desired outcomes being achieved?

The corporate planning process encourages collaborative working between a range of bodies, groups and individuals. However, delivery of the Corporate Plan outcomes are dependent on:

- successful publication of the Corporate Plan;
- strong leadership to deliver the activities in the Corporate Plan;
- successful collaborative working to work together to achieve a common purpose;
- staffing remaining at expected levels or exceeding; and
- funding remaining at expected levels or exceeding.

Stage 1: Framing

As a new body, HES will work to unite everyone in celebrating Scotland's unique heritage. Our historic environment is all around us, belongs to us all, and we all have a stake in it. We are just one part of a committed and enthusiastic collective of organisations and groups, big and small. Our Corporate Plan 2016-19 is a high level statement setting out how we will be a body that helps things happen; that embraces and prioritises collaboration, conversation, openness, accessibility and innovation. Sometimes we may initiate and take the lead, at other times we may offer support, but we will always proceed in a spirit of inclusiveness (with due regard to equality) and in the pursuit of a common goal. **It is anticipated that the Corporate Plan will have a positive impact on the people of Scotland, although it is recognised that not all of the impacts it aspires to can be evidenced at this stage.**

Following an initial framing exercise, involving conversations with colleagues from the sector and within Scottish Government, it is anticipated that the Corporate Plan will have no negative or differential impact on the following groups.

- Age
- Disability
- Sex
- Pregnancy and Maternity
- Gender identity
- Sexual orientation
- Race
- Religion or belief
- Marital status

The potential impacts for these groups were assessed through an analysis of existing evidence and during, and following, the formal consultation.

Results of the framing exercise

As laid out in the screening exercise we have not found any evidence that the Corporate Plan will have negative or differential impacts on people with protected characteristics. The Corporate Plan is a useful vehicle to highlight HES responsibility to promote diversity, and this has the potential to deliver medium to long term positive impacts. Although we anticipate that the Corporate Plan will generate no differential or negative impacts on the groups listed above, we sought feedback as part of the public consultation on any potential equalities issues and opportunities for improvement.

Extent/level of EQIA required

After gathering and assessing the evidence within the context of the developing Corporate Plan it was decided that a full EQIA was necessary.

This full EQIA considered the results of the screening exercise and considered equalities impacts from an analysis of identified existing evidence and has been informed by the full public consultation.

Stage 2: Data and evidence gathering, involvement and consultation

In developing the evidence base to fully assess any equalities impacts in the Corporate Plan, we took account of:

- i) **Internal consultation and existing evidence** available from a range of sources, studies and discussions around equalities issues, these included the material listed below. **Annex A** sets out the analysis of existing information.
- Internal consultation with colleagues
 - People, Culture and Heritage in Scotland, SG, 2013 Topic Report on results from the 2013 Scottish Household Survey
<http://www.gov.scot/Publications/2015/01/2156>
 - Scottish Household Survey [SHS] 2014
 - Results of the Historic Environment Strategy for Scotland equalities seminar and equalities survey (January 2014)
 - Public consultation on the HE Bill (2014)
 - Public consultation on the HE Strategy (2014)
 - Tinkers Heart equalities consultations (2015)
 - Scotland’s Historic Environment Audit 2014 [SHEA]
 - Scotland’s Archaeology Strategy and associated EQIA (2015)

- ii) **Public Consultation:** Between 16 November 2015 and 8 February 2016 officials undertook a public consultation on HES Corporate Plan 2016-19. As part of the consultation we issued a draft EQIA which asked respondents the following question **“Do you think any of the objectives in the Corporate Plan will impact differently on people who share protected characteristics? (for example, in relation to their age, disability, gender, pregnancy/maternity, marital status, gender identity, sexual orientation, race, religion or belief)”**.

Supplementary question - “Are there any key issues or opportunities we should consider to make sure that the Corporate Plan works for different equality groups?”

Answers to these questions fed into this final EQIA, which will accompany the final published Corporate Plan.

The consultation document was distributed to a wide range of equalities groups including:

Age Scotland	Independent Living in Scotland
Black and Ethnic Minority Infrastructure Scotland	LGBT Youth Scotland
Carnegie Trust	Rural Gateway Scottish Disability Equalities Forum
Council of Ethnic Minority Voluntary Sector Organisations Scotland	Scottish Interfaith Council
Children First Scotland	Scottish Redundant Churches Trust
Coalition for Racial Equality and Rights Engender	Scottish Refugee Council
Equality and Human Rights Commission	Scottish Women’s Convention
Equality Network	Scottish Transgender Alliance
Glasgow Women’s Library	Scottish Council for Voluntary Organisations
Inclusion Scotland	Stonewall Scotland
	LGBT Health and Wellbeing
	Young Scot

Between November 2015 and February 2016 HES undertook a public consultation on the Corporate Plan. As part of the consultation we issued a draft partial EQIA and asked consultees whether they thought the proposals might impact on people differently depending on characteristics such as age, disability, sex, marital status, pregnancy or maternity, race, religion or belief, sexual orientation or gender identity.

Feedback from the public consultation is published in the **Analysis of Consultation Responses Report**, published on HES website. The key points on equalities are summarised below.

- Seventeen respondents answered the question “Do you think any of the objectives in the corporate plan will impact differently on people who share protected characteristics? The greatest number (11) commented that the objectives in the Corporate Plan will not impact differently on people who share protected characteristics. The respondents who thought the objectives may impact differently on different groups noted reasons including, that there are a number of barriers that inhibit public participation in the historic environment, these include institutional barriers, perceptions of barriers, skills and funding. They also noted the need to broaden access for all groups and the duty of HES to be inclusive and to engage with communities across Scotland and the issue.
- Sixteen people answered the question “are there any key issues or opportunities we should consider to make sure that the Corporate Plan works for different equality groups?” The majority (10) said there were no key issues or opportunities for HES to consider. Only one respondent in the voluntary sector felt there were any issues or opportunities and they suggested that HES should familiarise itself with the issue that some equality groups feel excluded.

These issues have now been referenced in the Corporate Plan and in the actions at the end of this report. We will be mindful of these as we implement the Corporate Plan.

- iii) **Lessons learned.** Building on lessons learned from the Historic Environment Bill and the Strategy, which engaged with equalities groups directly, we plan to work with individual equalities groups to explore the ways we might work together to deliver the Corporate Plan.

Stage 3: Assessing the impacts and identifying opportunities to promote equality

Background comment

The Corporate Plan recognises how important it is that the historic environment is accessible to the people of Scotland, the historic environment plays a large part in the wellbeing and sustainability of communities and in providing a positive image of Scotland across the world.

One of the key aims of HES, as set out in the Corporate Plan and OPiT is to better value our historic environment by sharing and celebrating it as widely as possible. To help achieve this outcome the Corporate Plan encourages:

- Wide ranging access to the historic environment;
- Broad learning and engagement as a means of growing understanding; and
- Active participation.

Impacts

As noted above the Corporate Plan will help secure optimum outcomes for the people of Scotland in terms of cultural, social and economic benefits from the historic environment.

Bearing the above points in mind (and taking into account comments received in response to the Corporate Plan consultation) **we have considered the potential impacts of the Corporate Plan and have concluded that it will have no differential or negative impacts on any of the groups with protected characteristics as set out below:**

- Age
- Disability
- Sex
- Pregnancy and maternity
- Marital status
- Gender reassignment
- Sexual orientation
- Race
- Religion and belief

We consider that the successful implementation of HES Corporate Plan will have a positive impact on all groups identified in the EQIA over its lifespan (20-16-19). The Corporate Plan is for all the people of Scotland and one of its underlying aims is to make the historic environment more accessible to all sectors of society. Encouraging and facilitating greater inclusivity and access will also help (indirectly) to eliminate unlawful discrimination, harassment and victimisation.

The EQIA process and consultation confirmed that the Corporate Plan provides an appropriate framework to address these issues as the plan is implemented over the next three years.

Opportunities to promote equality

We recognise and accept the need for on-going and meaningful engagement with equalities groups. Continuing engagement with equalities groups will ensure that equalities issues are taken into account as the Corporate Plan is implemented over the next three years. We recognise that it will also be helpful to encourage equalities groups to disseminate information about the Corporate Plan, and how to contribute to the implementation phase; through their own networks.

Based on an analysis of existing data and feedback from consultation, the Corporate Plan does offer opportunities to deliver positive impacts. **However, at this stage it may not be possible to evidence all of these positive impacts.**

Potential Impacts of the Corporate Plan

We have considered the potential impacts of the Corporate Plan in relation to the public sector equality duty to:

- Eliminate unlawful discrimination, harassment and victimisation;
- Better promote equality of opportunity; and
- Foster good relations.

Do you think that the Corporate Plan impacts on people because of their age?

Age	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination, harassment and victimisation			✓	<p>The Corporate Plan seeks to widen age range participating, so aspires to a positive impact.</p> <p>As a public body HES is subject to equality legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination on age grounds.</p>
Advance equality of opportunity	✓			<p>Ministers have a specific duty to consider equality of opportunity when making appointments to the Board of HES.</p> <p>The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider.</p> <p>HES has a duty to increase the diversity of people accessing the HE. As HES is an NDPB rather than an Agency there may be new opportunities to develop volunteering which can be a key way for older and younger people to engage with the HE and for younger people to develop skills. The Corporate Plan also highlights HES role in offering training to support skills development in young people.</p>
Promote good relations among and between different age groups	✓			<p>The Corporate Plan promotes partnership and collaboration which should allow for greater engagement. The Corporate Plan gives HES increased visibility and supports the statutory duty to improve diversity and to help people of different ages to come together and increase understanding.</p> <p>The Business Plans which support the Corporate Plan will focus on the efficient use of resources and detail specific initiatives aimed at promoting access to all ages and promoting good relations. For example, free school places, skills training and volunteering.</p>

Do you think that the Corporate Plan impacts on disabled people?

Disability	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination, harassment and victimisation			✓	<p>The Corporate Plan will not have a negative impact, and aspires to a positive one.</p> <p>As a public body HES is subject to equality legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination on disability grounds.</p>
Advance equality of opportunity	✓			<p>The Corporate Plan promotes HES duty to improve diversity and highlights actions designed to widen access to and participation in the historic environment, so aspires to a positive impact.</p> <p>Business Planning will focus on the details of various initiatives aimed at increasing access. For example, in 2016 we are undertaking research to better understand the barriers to access in our properties in care. This will be used to help us think creatively about access and will inform our access policy.</p>
Promote good relations among and between disabled and non-disabled people.			✓	<p>The Corporate Plan promotes partnership and collaboration which should allow for greater engagement and improved relations. No specific opportunities were identified at this stage. However, there is no evidence to suggest that the Corporate Plan will introduce any negative impacts.</p>

Do you think that the Corporate Plan impacts on men and women in different ways?

Sex	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	<p>The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination on gender grounds.</p>
Advance equality of opportunity	✓			<p>The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider.</p> <p>The HES Board has signed up to the Scottish Government's 50/50 by 2020 (a 50/50 gender balance). The profile of the current Board is 4 women and 6 men.</p> <p>The Corporate Plan seeks to widen access to and participation in the historic environment, so aspires to a positive impact. Business Planning will focus on the details of various initiatives aimed at increasing access across all groups.</p>
Promote good relations among and between men and women			✓	<p>No specific opportunities were identified during the EQIA process or the consultation. However, there is no evidence to suggest the Corporate Plan will introduce any negative impacts. The Corporate Plan creates the pre-conditions for increased scope in fostering good relations.</p>

Do you think that the Corporate Plan impacts on women because of pregnancy and maternity?

Pregnancy and maternity	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination.
Advance equality of opportunity	✓			The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider. The Corporate Plan seeks to widen access to and participation in the historic environment, so aspires to a positive impact. Business Planning will focus on the details of various initiatives aimed at promoting access to all ages. For example, in 2016 we are undertaking research to better understand the barriers to access in our properties in care. This will be used to inform our access policy.
Promote good relations			✓	No specific opportunities were identified during the EQIA process or the consultation. However, there is no evidence to suggest the Corporate Plan will introduce any negative impacts. The Corporate Plan creates the pre-conditions for increased scope in fostering good relations.

Do you think that the Corporate Plan impacts on people because of marital status?

Marital status	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination.
Advance equality of opportunity			✓	The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider.
Promote good relations			✓	No specific opportunities were identified during the EQIA process or the consultation. However, there is no evidence to suggest the Corporate Plan will introduce any negative impacts. The Corporate Plan creates the pre-conditions for increased scope in fostering good relations.

Do you think that the Corporate Plan impacts on transsexual people?

Gender identity	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The assessment found no evidence of a negative impact on transsexual people. HES is subject to equalities legislation and conforms to the high standards expected of a public body.
Advance equality of opportunity			✓	The Corporate Plan seeks to broaden engagement across all groups, but no positive impacts can be evidenced at this stage.
Promote good relations			✓	No specific opportunities were identified during the EQIA process or the consultation. However, there is no evidence to suggest the Corporate Plan will introduce any negative impacts. The Corporate Plan creates the pre-conditions for increased scope in fostering good relations.

Do you think that the Corporate Plan impacts on people because of their sexual orientation?

Sexual orientation	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The assessment found no evidence of a negative impact on people because of their sexual orientation. The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination.
Advance equality of opportunity			✓	The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider. The Corporate Plan seeks to broaden engagement across all groups, but no positive impacts can be evidenced at this stage.
Promote good relations			✓	No specific opportunities were identified during the EQIA process or the consultation. However, there is no evidence to suggest the Corporate Plan will introduce any negative impacts. The Corporate Plan creates the pre-conditions for increased scope in fostering good relations.

Do you think that the Corporate Plan impacts on people on the grounds of their race?

Race	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The assessment found no evidence of a negative impact on people because of their race. The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination.
Advancing equality of opportunity			✓	The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider. The Corporate Plan seeks to broaden engagement across all groups, but no positive impacts can be evidenced at this stage.
Promoting good race relations			✓	The Corporate Plan promotes partnership and collaboration, although no specific opportunities were identified at this stage.

Do you think that the Corporate Plan impacts on people because of their religion or belief?

Religion or belief	Positive	Negative	None	Reason for your decision
Eliminate unlawful discrimination			✓	The assessment found no evidence of a negative impact on people because of their religion or belief. The Corporate Plan promotes the fact that as a public body HES is subject to equalities legislation and conforms to the high standards expected of a public body. HES Policies reflect this. There is currently no evidence of unlawful discrimination.
Advancing equality of opportunity			✓	The Corporate Plan states that HES actively promotes equalities and that we will do this by promoting diversity and opportunity through our policies, as an employer and as a service provider. The Corporate Plan seeks to broaden participation across all groups, but no positive impacts can be evidenced at this stage.
Promoting good relations			✓	The Corporate Plan promotes partnership and collaboration, although no specific opportunities were identified at this stage.

Stage 4: Decision making and monitoring

Identifying and establishing any required action

Throughout the EQIA process, and following the impact analysis we have not identified any unlawful discrimination – direct or indirect involved in the proposals made in the Corporate Plan.

Have positive or negative impacts been identified for any of the equality groups?	Either no or positive impacts have been identified from the Corporate Plan.
Is the policy directly or indirectly discriminatory under the Equality Act 2010?	No
If the policy is indirectly discriminatory, how is it justified under the relevant legislation?	n/a
If not justified, what mitigating action will be undertaken?	n/a

Describing how Equality Impact analysis has shaped the policy making process

The EQIA process and the Corporate Plan consultation has identified no evidence of a negative impact on any of the groups identified in the EQIA. It is noted that the Corporate Plan aspires to have a positive impact on all the groups identified in the EQIA, but that at this stage not all of these positive impacts can be evidenced.

Historic Environment Scotland (HES) identified a number of changes to the content of the Corporate Plan as a result of this EQIA. These have been taken on board in the drafting of the final edition for publication. In addition, a number of issues highlighted during the EQIA will be considered when implementing the Corporate Plan. These actions are set out in the next section.

How the EQIA has affected the Corporate Plan

The Corporate Plan is a high level statement, which is a good vehicle for us to highlight our commitment to equalities. The Corporate Plan sets the strategic direction for HES. It is underpinned by more detailed annual business plans as well as strategies: in turn, these detailed plans specify how the direction set in the Corporate Plan is delivered on the ground.

The list below sets out the issues that were highlighted during this EQIA process and the action we will take through delivery of the Corporate Plan or as part of the Business Planning process. **The EQIA process has affected the Corporate Plan in the following ways:**

1. **The Corporate Plan should give a commitment that we will improve our understanding of how HES impacts on people who share protected characteristics.** This could be achieved by gathering information on the protected characteristics of user groups such as visitors, members, website users

and stakeholders; and by working with equalities groups to identify barriers to access and methods to address them. This work was started as part of the consultation on OPiT and the HE Bill, but it must be part of a continuing dialogue to be truly effective. The specific issues for each group are as follows:

- a) **Users/Visitors - Review and improve baseline data collection and its use.** It is difficult to gauge the current impacts that HES has on people who share protected characteristics, as the predecessor organisations (HS and RCAHMS) did not routinely collect information on the characteristics of visitors and service users. It is recognised that for some services such as websites providing online access to information on historic assets (such as Canmore) it is very challenging to monitor the impact they have on people who share protected characteristics. However, HES needs to create a consistent demographic criteria that should be applied across all platforms for audience research and this should build on good practice standards set by the Census and national statistical surveys such as Scottish Household Survey.
- b) **Staff (and applicants/candidates part of the recruitment process)– Review and improve baseline data collection and its use.** We do not have a complete diversity profile of all our staff as one of the predecessor organisations (RCAHMS) did not collect data on ethnicity, sexual orientation, disability or religion. Our HR teams have identified a requirement to gather this data to fill the gap. The additional data will be gathered in late 2015/early 2016 as part of an overall data cleansing activity for HES. A Privacy Impact Assessment deemed that it would be a privacy risk to migrate RCAHMS staff personal data over to HES records. Routinely capturing and maintaining this data will enable us to look at impact assessments on policies and inform business planning.
- c) **HES Board - Review arrangements for sharing diversity data with SG Public Appointments unit.** The SG Public Appointments unit gather and hold information on the diversity of the HES Board. However, they cannot share this information with HES as the numbers are so small (under 5) that it would be possible to identify individuals. We can report on the gender diversity because this is not protected information. All the other diversity figures are protected. The Board currently comprises four women and six men.

Action from Point 1: We will review and improve baseline data collection and its use during the lifespan of this Corporate Plan.

2. **HES should consider the use of images** on the Corporate Plan and on all reports, websites and other materials that can help to promote equality and tackle inequality across Scotland. For example, we could commit to assessing all of our images against the visible characteristic associated with the protected characteristic; commissioning new photographs as required; and reviewing regularly to ensure our intention has been both successfully introduced and maintained.

Action from Point 2: We will review our policy and practice on the use of images on reports. Where possible, the Corporate Plan will make use of images that promote equality and tackle inequality.

3. **Consider how the Corporate Plan can promote the idea that *heritage is for all* –** by removing the barriers causing the feelings expressed in several EQIAs that ***“heritage isn’t for people like me”***. Available evidence from the Scottish Household Survey culture module (2013) tells us that 89% of adults strongly agree or tend to agree that “it is important to me that heritage buildings and places (important buildings, sites and monuments) are well looked after”. However, there are differences in terms of the results by age, disability/long-term illness, educational attainment, ethnicity, income and religion. The Corporate Plan (and associated equality outcomes and business plans) could develop and promote outcomes and then actions to affect our current knowledge of our participation profile.
Action from Point 3: We will take account of these findings when we are developing our Equality Outcomes.

4. **The Corporate Plan should promote research to help us better understand and inform how we tackle the three main reasons people say they don’t visit or engage with heritage – cost, lack of interest and disability/health (and how it varies by characteristic).** We need to better understand the linkages between these issues (e.g. people with certain protected characteristics may be more likely to be economically disadvantaged) and to explore ways to address them.
Action from Point 4: We are undertaking research to help us better understand the barriers to access for all groups. The findings will inform our policy and practice.

5. **The Corporate Plan should be published in a way which is accessible to the public and it should promote our commitment to making all our publications accessible to all.** For example in different formats and languages and consider the use of social media to engage 16-24’s. The Corporate Plan should also promote our commitment to use existing means of public performance reporting to report our equality outcomes and mainstreaming report. Increasing dissemination of material to a wider audience could help with HES aim to encourage greater engagement in both attendance and participation in historic environment activities across all groups.
Action from Point 5: We will publish the Corporate Plan in accessible formats.

6. **The Corporate Plan could do more to highlight the specific commitment to volunteering for all. The Plan makes helpful statements about the importance of the historic environment to enhance economic, social and personal wellbeing.** However, it could be enhanced to say more specifically on volunteering and its role in promoting equalities. At this stage in HES development of activities, it may be difficult to provide more detail on volunteering. However, the Corporate Plan could make a commitment to build up our understanding of volunteers (profiling), their motivations and the associated benefits to inform our developing policy.
Action from Point 6: We are working with the sector to undertake research to help us better understand the scale and range of volunteering in the historic

environment. The findings from this study will inform the development of our volunteering policy and practice.

- 7. The Corporate Plan should make a clear commitment that HES will promote the living wage through our lead, do and enable actions.** Our Corporate Plan provides a platform to educate and extend understanding in other organisations. We can take specific action such as introducing the requirement to pay a living wage in our grants contracts and in our other public contracts.

Action from Point 7: The Corporate Plan contains a statement at 1b. “building demand for traditional skills and materials, raising standards and promoting the living wage through our procurement activity”.

- 8. The Corporate Plan should highlight that HES are due to report the first Equality Outcomes and Mainstreaming Report in April 2017.** The issues identified in this EQIA should be addressed in these documents. The Corporate Plan is a good vehicle for HES to mainstream equality and diversity. The Corporate Plan currently includes a KPI, however it should include a strategic objective (under high performing organisation), highlighting the roles of policy maker, employer and service provider.

Action from Point 8: The Corporate Plan includes KPI 11: we actively promote equalities. This tracks how well HES are performing in terms of mainstreaming equalities across the organisation, including monitoring and the publication of an Equality Outcomes and Mainstreaming Report. Strategic objective 5c states “We will encourage openness and transparency and promote equality”. We will do this by promoting diversity and opportunity for all through our policies, as an employer and as a service provider”.

Monitoring and Review

The Sponsor Unit within the Culture and Historic Environment Division of the Scottish Government are responsible for monitoring the performance of Historic Environment Scotland in all aspects of our work, including our commitments to diversity and equal opportunities.

Our Key Performance Indicators (KPIs) are designed to summarise the evidence that will demonstrate progress towards achieving our strategic outcomes. They will form the basis of our reporting over the next three years. Our annual business plans will set out our key deliverables and measures in more detail to inform assessments of progress. We will regularly report progress on our achievements to our Senior Management Team and to our Board.

Stage 5 – Authorisation of EQIA

Please confirm that:

This Equality Impact Assessment (EQIA) has informed the development of this Corporate Plan:

Yes



No

Opportunities to promote equality in respect of age, disability, sex, pregnancy and maternity, gender reassignment, sexual orientation, race and religion or belief have been considered, ie:

- Eliminating unlawful discrimination, harassment and victimisation;
- Removing or minimising any barriers and/or disadvantages
- Taking steps which assist with promoting equality and meeting people's different needs;
- Encouraging participation (e.g. in public life)
- Fostering good relations, tackling prejudice and promoting understanding.

Declaration

I am satisfied with this Equality Impact Assessment (EQIA) that has been undertaken for Historic Environment Scotland's Corporate Plan 2016-19 and give my authorisation for the results of this assessment to be published on the Historic Environment Scotland website.



Name: David Mitchell

Position: Acting Chief Executive, Historic Environment Scotland

Authorisation date: May 2016

Address:

Historic Environment Scotland
Longmore House
Salisbury Place
EH9 1SH

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	Data gaps identified
Age	<p>Public consultation: Support for an equalities KPI and that the Corporate Plan makes a high-level commitment to equality and diversity. Support for the use of particular initiatives as a good way to promote diversity and broaden access to the HE.</p> <p>Scottish Household Survey 2014 [SHS] and People, Culture and Heritage in Scotland, 2013 (Quality of data is high - official statistics).</p> <ul style="list-style-type: none"> In 2014, 31 per cent of adults had visited a historic or archaeological site (up from 28 per cent in 2013). 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. <p>Source: HES staff statistics: The HES staff age profile is as follows: (16-29: 16%; 30-39: 21%; 40-49: 27%;50-54: 13%; 55-59: 11%; and 60+ 12%)</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>Equalities seminar (Our Place in Time January 2014) – engaged directly with equalities groups (high quality data) : It was flagged during this seminar that it is important to think about technology and its use. Young people will be engaged by social media, but the majority of over 70’s will not.</p>	<p>Public consultation</p> <p>Scottish Household Survey 2014</p> <p>People, Culture and Heritage in Scotland 2013</p> <p>HES Staff Statistics 2015</p> <p>Population Census 2011</p> <p>Equalities Seminar (January 2014)</p>	<p>Data availability of environment is good from more tailored that:</p> <ul style="list-style-type: none"> Cost is a barrier Illness is a barrier Older age groups <p>Action taken:</p> <ul style="list-style-type: none"> Corporate Plan equalities, in Through our initiatives to and illness is <p>In relation to young people are engaged</p> <p>Action taken: The Corporate Plan diversity across the business plans. Census shows age</p> <p>Action taken:</p> <ul style="list-style-type: none"> We will take outcomes and We have core groups. This properties in <p>We aim to make</p> <p>Action taken:</p> <ul style="list-style-type: none"> We will record engaging all the 16-24 age
Disability	<p>Public consultation: Support for an equalities KPI and that the Corporate Plan makes a high-level commitment to equality and diversity. Support for the use of particular initiatives as a good way to promote diversity and broaden access to the HE.</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"> 31 per cent of adults had visited a historic or archaeological site in the last year in 2014 and 28% in 2013. 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” were reasons given more commonly than those who were neither disabled or had a long-term illness. 	<p>Public consultation</p> <p>Scottish Household Survey 2014</p> <p>People, Culture and Heritage in Scotland 2013</p>	<p>Gaps identified a</p> <p>Overall data on a term illness is fair and engagement also have some good health is the most information about HES sites.</p> <p>These facts have associated Annual of communicating those with learning communicate the environment disc (experts). The Cor developed with t</p> <p>Actions taken:</p> <ul style="list-style-type: none"> This Corporate Communicat We will promote including Bu

	<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 2011/12 (<i>High quality data- official statistics</i>) In 2012, 28% of men and 35% of women 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 1.4% of HES staff have a declared disability and 61.8% identify their status as not disabled. However, the disability status of all staff is not known so this is not a completely accurate figure. 36.9% of people recorded as “Prefer not to say”.</p>	<p>Population Census 2011</p> <p>Scottish Health Survey 2011/12</p> <p>Visit Scotland 2009</p> <p>Capability Scotland 2011</p> <p>HES staff statistics 2015</p>	<ul style="list-style-type: none"> The Plan will make it available in accessible formats to meet the needs of our customers. Our Corporate Disability and Inclusion Strategy <p>Disability and Inclusion Strategy engage with heritage and Health Survey Scotland.</p> <p>Actions taken:</p> <ul style="list-style-type: none"> We will ensure our website is accessible by promoting our accessibility. Our annual Heritage and Health Survey Scotland materials to be made accessible. We are improving our accessibility complete project to enhancing our accessibility.
Gender reassignment	<p>HES staff statistics - HES are capturing information on gender re-assignment as part of its staff monitoring.</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>HES staff statistics</p> <p>Scottish Transgender Alliance</p>	<p>Evidence around gender re-assignment in terms of heritage and health survey.</p> <p>Actions:</p> <ul style="list-style-type: none"> To help develop our accessibility and ask representatives to provide evidence it will be used. The Corporate Disability and Inclusion Strategy Recommendations to staff and visitors. The Corporate Disability and Inclusion Strategy are developed to meet the needs of our customers.
Marriage and Civil Partnership	<p>Source: HES Staff Data (37.3% married/civil partnership; 35.4% single; 21.5% Not known; 5.4% others (includes Divorced and Separated)).</p> <p>No data on visitors or other service users.</p>	<p>HES staff data 2015</p>	<p>There is relevance to our commitment to sound policies and practices. No data on visitors.</p> <p>Action: Corporate Disability and Inclusion Strategy and as wedding venue to ensure equal commitment.</p>
Pregnancy and maternity and Marital Status	<p>Source: HES Staff Data HES gather and report data on maternity leave and return to work. HES gather data on marital status.</p> <p>No data on visitors and other service users.</p>	<p>HES staff data 2015</p>	<p>The Corporate Disability and Inclusion Strategy through sound policies and practices. special leave to cover marital status. No data on visitors.</p> <p>Actions:</p> <ul style="list-style-type: none"> Consider the needs of our customers. Operational
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 7% 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, 64% white and 35% not known.</p>	<p>Scottish Household Survey 2014</p> <p>Scottish Population Census 2013</p> <p>HES Staff Data 2015</p>	<p>The available data on culture and heritage.</p> <p>Actions:</p> <ul style="list-style-type: none"> The development of our accessibility English as a second language terminology upon request to our communities engagement. Previous work on Ethnic Minority consultation

