

NHS Greater Glasgow & Clyde Equality Impact Assessment Tool

Equality Impact Assessment is a legal requirement as set out in the Equality Act 2010 (Specific Duties) (Scotland) regulations 2012 and may be used as evidence for cases referred for further investigation for compliance issues.

Evidence returned should also align to Specific Outcomes as stated in your local Equality Outcomes Report. Please note that prior to starting an EQIA all Lead Reviewers are required to attend a Lead Reviewer training session or arrange to meet with a member of the Equality and Human Rights Team to discuss the process.

Please contact ggc.equality.team@nhs.scot for further details or call 0141 201 4874.

Name of Policy/Service Review/Service Development/Service Redesign/New Service:

Please tick the relevant box:-

- Current Service ☐
- Service Development ☐
- Service Redesign ☐
- New Service ☐
- New Policy ☒
- Policy Review ☐

CONTENTS

<u>Description & rationale</u>	Page 3
<u>Q1: Collection of Equalities information</u>	Page 4
<u>Q2: How data will be used</u>	Page 5
<u>Q3: Applying learning</u>	Page 6
<u>Q4: Engaging with equality groups</u>	Page 7
<u>Q5: Physical accessibility</u>	Page 8
<u>Q6: Discrimination & communication</u>	Page 9
<u>Q7: Protected characteristics – Age</u>	Page 10
<u>Protected characteristics – Disability</u>	Page 11
<u>Protected characteristics – Gender Reassignment</u>	Page 12
<u>Protected characteristics – Marriage & Civil Partnership</u>	Page 13
<u>Protected characteristics – Pregnancy & Maternity</u>	Page 14
<u>Protected characteristics – Race</u>	Page 15
<u>Protected characteristics – Religion and Belief</u>	Page 16
<u>Protected characteristics – Sex</u>	Page 17
<u>Protected characteristics – Sexual Orientation</u>	Page 18
<u>Protected characteristics – Socio-economic status & social class</u>	Page 19
<u>Protected characteristics – Other marginalised groups</u>	Page 20
<u>Q8: Impact of cost savings</u>	Page 21
<u>Q9: Investment in learning</u>	Page 22
<u>Q10: Impact on Human Rights</u>	Page 23
<u>Q11: Consideration of United Nations Convention on the Rights of the Child</u>	Page 25
<u>Findings of the assessment</u>	Page 26
<u>Examples of good practice</u>	Page 27
<u>Actions taken forward</u>	Page 28
<u>Ongoing 6 monthly review</u>	Page 29
<u>6 monthly review sheet</u>	Page 30

Description of the service & rationale for selection for EQIA. (Please state if this is part of a service-wide consideration or is locally driven).

This policy is for service user and unpaid carer representatives on Glasgow City Integration Joint Board (GCIJB) and associated sub-groups. This policy is for service user and unpaid carer representatives and their deputies only.

Voting members of the IJB (i.e. Council elected members and NHS GGC Non-exec directors) and other non-voting stakeholder representatives (e.g. Third-Sector, Independent Sector) are required to claim any IJB related expenses they incur from their respective partner bodies or employers.

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties (as defined in the Public Bodies (Joint Working) (Scotland) Act 2014). This includes preparatory work for, and attendance at:

- GCIJB meetings (formal attendees only)
- IJB Development Sessions (all attendees)
- GCIJB related duties and events (e.g. attending the pre-IJB Stakeholder Briefing, IJB Sub Committees or associated business such as attending Strategic Planning Groups or Locality Groups as an IJB stakeholder representative)

What are the principles of the policy?

- **Recognising diversity and minimising barriers to full participation**

We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB.

- **Good stewardship and management of public funds**

As the IJB is a public funded body, its members are required to consider cost effectiveness, value for money, and respect for the environment when incurring expenses in relation to their duties. For example, where use of public transport is available and appropriate to attend meetings, this should be used in favour of private taxi journeys. We encourage IJB members to be paper free as far as possible but will support printing of papers when required.

- **Collaboration and continuous improvement**

Our IJB's stakeholder representatives have a nominated point of contact within Glasgow City HSCP who is the main link in relation to this policy. It is a shared responsibility between the representatives and the nominated point of contact to enable

OFFICIAL

the smooth implementation of this policy allowing the representatives to fulfil their role whilst not being out of pocket.

What expenses are included in this policy?

- **Travel costs**
- **Subsistence (where no meals or refreshments are provided)**
- **Preparatory work and administration to carry out duties**
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- **Replacement care / care cover**
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)
 - NB: Costs for existing care arrangements that may already be in place will not be reimbursed.
- **Loss of income to attend meetings**
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

As this is the first GCIJB policy of this type, it will be tested over the coming year and updated, as needed, in line with feedback from service user and unpaid carer representatives. The policy will be reviewed at the end of the year, if not before, in line with a change in regulations on the extension of voting rights to lived experience members of Integration Joint Boards in response to the Feely Review and the Care Reform Act. These planned changes are due to be implemented by September 2026 but may result in national guidance for support and remuneration.

Who is the lead reviewer and when did they attend Lead Reviewer Training? (Please note the lead reviewer must be someone in a position to authorise any actions identified as a result of the EQIA)

Name: Steven Blair, Business Development Manager and Jill Scoular, Principal Officer.
Date of Lead Reviewer Training:

OFFICIAL

OFFICIAL

Please list the staff involved in carrying out this EQIA (Where non-NHS staff are involved e.g. third sector reps or patients, please record their organisation or reason for inclusion)

1. What equalities information is routinely collected from people currently using the service or affected by the policy?

If this is a new service proposal what data do you have on proposed service user groups. Please note below any barriers to collecting this data in your submitted evidence and an explanation for any protected characteristic data omitted.

Example: A sexual health service collects service user data covering all 9 protected characteristics to enable them to monitor patterns of use.

Service Evidence Provided:

No equalities information is collected on members of the IJB.

Possible negative impact and additional mitigating action required:

OFFICIAL

2. Please provide details of how data captured has been/will be used to inform policy content or service design.

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics. ☐
- 4) Not applicable ☐

Service Evidence Provided:

No equalities information is collected on members of the IJB. Voting members are provided by the partner bodies and the HSCP does not have any influence how the members are nominated. Due to the small number of members any equality information gathered may make members identifiable.

Possible negative impact and additional mitigating action required:

3. How have you applied learning from research evidence about the experience of equality groups to the service or Policy?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

The Carers Collaborative is a group made up of IJB Carer Representatives from across Scotland. The Coalition of Carers in Scotland (CoCiS) produced a Best Practice Expenses Policy for carer representatives which could also be used for service user representatives. [Carer-Expenses-Policy.pdf](#)

The CoCiS Expenses Policy has been considered and used as a template for the development of the Glasgow City IJB policy.

Officers also reviewed similar expenses approved and published by other IJBs across Scotland to ensure parity and noted that these were also based on the CoCiS template.

The proposed policy will be implemented using the financial procedures and systems of Glasgow City Council and therefore will be aligned with the expenses rates of the local authority. This is also in line with similar expenses policies approved by other IJBs across Scotland.

Possible negative impact and additional mitigating action required:

None Identified.

4. Can you give details of how you have engaged with equality groups with regard to the service review or policy development? What did this engagement tell you about user experience and how was this information used?

The Patient Experience and Public Involvement team (PEPI) support NHSGGC to listen and understand what matters to people and can offer support.

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

The Carers Collaborative is a group made up of IJB Carer Representatives from across Scotland. The Coalition of Carers in Scotland (CoCiS) produced a Best Practice Expenses Policy for carer representatives which could also be used for service user representatives. [Carer-Expenses-Policy.pdf](#). The CoCiS Expenses Policy has been considered and used as a template for the development of the Glasgow City IJB policy.

Officers consulted with the Depute Chief Officer (Finance & Resources), the Council's Head of Executive Compliance and the stakeholder representatives in the development of this policy.

Possible negative impact and Additional Mitigating Action Required:

This policy will be reviewed annually with the relevant recipients with any proposed material changes to be approved by the IJB. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

As this is the GCIJB policy of this type, it will be tested over the coming year and updated, as needed, in line with feedback from service user and unpaid carer representatives. The policy will be reviewed at the end of the year, if not before, in line with a change in regulations on the extension of voting rights to lived experience

OFFICIAL

members of Integration Joint Boards in response to the Feely Review and the Care Reform Act. These planned changes are due to be implemented by September 2026 but may result in national guidance for support and remuneration.

5. Is your service physically accessible to everyone? If this is a policy that impacts on movement of service users through areas are there potential barriers that need to be addressed?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

A small variety of locations are used for IJB Meetings. Rooms for in person meetings are booked by Business Development, taking into account Member accessibility needs, standard considerations include access to public transport, lifts and ramps.

Possible negative impact and additional mitigating action required:

None identified at this stage.

OFFICIAL

6. How will the service change or policy development ensure it does not discriminate in the way it communicates with service users and staff?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

The British Sign Language (Scotland) Act 2017 aims to raise awareness of British Sign Language and improve access to services for those using the language. Specific attention should be paid in your evidence to show how the service review or policy has taken note of this.

Service Evidence Provided:

The Policy will be issued to all existing members and future relevant members, by email. The document can be made available in alternative formats and languages on request.

Possible negative impact and additional mitigating action required :

7. Protected Characteristic

(a) Age

Could the service design or policy content have a disproportionate impact on people due to differences in age?

(Consider any age cut-offs that exist in the service design or policy content. You will need to objectively justify in the evidence section any segregation on the grounds of age promoted by the policy or included in the service design).

If this decision is likely to impact on children and young people (below the age of 18) you will need to evidence how you have considered the General Principles of the United Nations Convention on the Rights of the Child. Please include this in Section 10 of the form.

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics. ☐
- 4) Not applicable ☐

Service Evidence Provided:

There are no age restrictions on the representatives. This may change in line with the Scottish Government National Guidance for voting rights.

There currently is not a specific representative for those that may have a specific interest and experience, eg young carers but to provide a voice for carers and service users.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of

OFFICIAL

needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)
 - Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(b) Disability

Could the service design or policy content have a disproportionate impact on people due to the protected characteristic of disability?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics. ☐
- 4) Not applicable ☐

Service Evidence Provided:

Access to the hiring of note takers, interpreters or BSL support would be included in provision of costs covered by the policy.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs – Public Transport is encouraged, however it is recognised that Public transport may not be suitable for everyone, in particular linked to disability and taxi costs will be included, where this applies.
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings

OFFICIAL

- for preparation time (if and when required – to be discussed and agreed in advance)
- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(c) Gender Reassignment

Could the service change or policy have a disproportionate impact on people with the protected characteristic of Gender Reassignment?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)

OFFICIAL

- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(d) Marriage and Civil Partnership

Could the service change or policy have a disproportionate impact on the people with the protected characteristics of Marriage and Civil Partnership?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)

OFFICIAL

- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(e) Pregnancy and Maternity

Could the service change or policy have a disproportionate impact on the people with the protected characteristics of Pregnancy and Maternity?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

Possible negative impact and additional mitigating action required:

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings

OFFICIAL

- for preparation time (if and when required – to be discussed and agreed in advance)
- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(f) Race

Could the service change or policy have a disproportionate impact on people with the protected characteristics of Race?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

The HSCP has access to in house interpretation and translation services that are available to representatives and would be arranged in due course.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings

OFFICIAL

- for preparation time (if and when required – to be discussed and agreed in advance)
- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(g) Religion and Belief

Could the service change or policy have a disproportionate impact on the people with the protected characteristic of Religion and Belief?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics. ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)

OFFICIAL

- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(h) Sex

Could the service change or policy have a disproportionate impact on the people with the protected characteristic of Sex?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

Although the policy applies across all Carers, regardless of sex, it is recognised that in Scotland the majority of unpaid Carers are Women.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings

OFFICIAL

- for preparation time (if and when required – to be discussed and agreed in advance)
- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(i) Sexual Orientation

Could the service change or policy have a disproportionate impact on the people with the protected characteristic of Sexual Orientation?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics. ☐
- 4) Not applicable ☐

Service Evidence Provided:

None identified at this stage.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)

OFFICIAL

- Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

(i) Socio – Economic Status & Social Class

Could the proposed service change or policy have a disproportionate impact on people because of their social class or experience of poverty and what mitigating action have you taken/planned?

In addition to the above, if this constitutes a 'strategic decision' you should evidence below due regard to meeting the requirements of the Fairer Scotland Duty (2018). Public bodies in Scotland must actively consider how they can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions and complete a separate assessment. Additional information available from the [Fairer Scotland Duty: guidance for public bodies - gov.scot](https://www.gov.scot/publications/fairer-scotland-duty/guidance-for-public-bodies/pages/1-1-introduction.aspx)

Service Evidence Provided:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB.

All expenses will be paid within 30 days of the receipt of a properly completed, valid, expenses claim form, however, to ensure equity of involvement and engagement, if required, immediate payments may be made.

Payments will be made BACS transfer where possible. Bank details to be provided to enable payment. Where BACS payment is unsuitable alternative payment arrangements (such as cheque/cash) will be agreed with the named contact person.

Possible negative impact and additional mitigating action required:

Costs included in the policy;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)

OFFICIAL

- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)
 - Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.
 - Any potential impact on social security benefits must be considered and discussed.

Payments must be initially paid by the stakeholder and then claimed back, There is potential that this may be a barrier to participation linked to socio economic deprivation. To help to ensure equity of involvement and engagement, if required, immediate payments may be made. This will be monitored throughout the pilot year for any impact.

OFFICIAL

(k) Other marginalised groups

How have you considered the specific impact on other groups including homeless people, prisoners and ex-offenders, ex-service personnel, people with addictions, people involved in prostitution, asylum seekers & refugees and travellers?

Service Evidence Provided:

This policy has been developed to support participation, in particular for unpaid Carers. With specific reference to ensuring care costs are included in the policy to support participation.

Possible negative impact and additional mitigating action required:

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCIBJ and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB. Costs include;

- Travel costs
- Subsistence (where no meals or refreshments are provided)
- Preparatory work and administration to carry out duties
 - Printing and paper costs.
 - IT / communication costs (e.g. phone / iPad / laptop)
- Replacement care / care cover
 - for attendance at IJB meetings
 - for attendance at other meetings/events relating to role
 - for travel times to meetings
 - for preparation time (if and when required – to be discussed and agreed in advance)
 - Costs for existing care arrangements that may already be in place will not be reimbursed.
- Loss of income to attend meetings
 - Where appropriate, loss of earnings income to attend IJB meetings will be considered. These must be discussed and agreed in advance with the Depute Chief Officer, Finance & Resources.

OFFICIAL

- Any potential impact on social security benefits must be considered and discussed.

OFFICIAL

8. Does the service change or policy development include an element of cost savings? How have you managed this in a way that will not disproportionately impact on protected characteristic groups?

Your evidence should show which of the 3 parts of the General Duty have been considered. Please tick the relevant box:-

- 1) Remove discrimination, harassment and victimisation ☐
- 2) Promote equality of opportunity ☐
- 3) Foster good relations between protected characteristics ☐
- 4) Not applicable ☐

Service Evidence Provided:

No cost saving attached to this Policy

Possible negative impact and additional mitigating action required:

9. What investment in learning has been made to prevent discrimination, promote equality of opportunity and foster good relations between protected characteristic groups?

As a minimum include below recorded completion rates of statutory and mandatory learning programmes (or local equivalent) covering equality, diversity and human rights.

Service Evidence Provided:

Training will be available to service user and unpaid carer representatives in line with IJB Members.

Possible negative impact and additional mitigating action required:

10. In addition to understanding and responding to legal responsibilities set out in Equality Act (2010), services must pay due regard to ensure a person's human rights are protected in all aspects of health and social care provision. This may be more obvious in some areas than others. For instance, mental health inpatient care or older people's residential care may be considered higher risk in terms of potential human rights breach due to potential removal of liberty, seclusion or application of restraint. However risk may also involve fundamental gaps like not providing access to communication support, not involving patients/service users in decisions relating to their care, making decisions that infringe the rights of carers to participate in society or not respecting someone's right to dignity or privacy.

The Human Rights Act sets out rights in a series of articles – right to life, right to freedom from torture and inhumane and degrading treatment, freedom from slavery and forced labour, right to liberty and security, right to a fair trial, no punishment without law, right to respect for private and family life, right to freedom of thought, belief and religion, right to freedom of expression, right to freedom of assembly and association, right to marry, right to protection from discrimination.

Please explain below if any risks in relation to the service design or policy were identified which could impact on the human rights of patients, service users or staff.

This policy ensures that any service user or unpaid carer representatives, and their deputies, who are members of the GCiJB and associated sub-groups are not out of pocket as a result of carrying out their duties. We recognise there is a diversity of needs and will work with each carer and service user representative individually to provide any reasonable adjustments/extra support they may require to fully participate in the IJB.

Please explain below any human rights based approaches undertaken to better understand rights and responsibilities resulting from the service or policy development and what measures have been taken as a result e.g. applying the PANEL Principles to maximise Participation, Accountability, Non-discrimination and Equality, Empowerment and Legality or FAIR* (see below).

The Carers Collaborative is a group made up of IJB Carer Representatives from across Scotland. The Coalition of Carers in Scotland (CoCiS) produced a Best Practice Expenses Policy for carer representatives which could also be used for service user representatives. [Carer-Expenses-Policy.pdf](#). The CoCiS Expenses Policy has been considered and used as a template for the development of the Glasgow City IJB policy.

This policy will be reviewed annually with the relevant recipients with any proposed material changes to be approved by the IJB. Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

[11.](#) The United Nations Convention on the Rights of the Child (Incorporation) (Scotland) Act 2024 came into force on the 16th July 2024. All public bodies may choose to evidence consideration of the possible impact of decisions on the rights of children (up to the age of 18). Evidence should be included below in relation to the General Principles of the Act. Go to the [full list of articles](#) to be considered for further information.

No Discrimination: Where the decision may have an impact, explain how the EQIA has considered discrimination on the grounds of protected characteristics for children. You may have considered children in each of the EQIA sections and returned relevant evidence.

Best Interests of the child: Where the decision may have an impact, explain how the EQIA has evaluated possible negative, positive or neutral impacts on children. You may find that options considered need to be reframed against the best possible outcome for children.

Life, survival and development: Where the decision may have an impact, explain how the EQIA has considered a child's right to health and more holistic development opportunities.

Respect of children's views: Where the decision may have an impact, explain how the views of children have been sought and responded to. You need to consider what steps were taken in Q4 in relation to this.

OFFICIAL

Having completed the EQIA template, please tick the relevant box that you, the Lead Reviewer, perceive best reflects the [findings of the assessment](#). This can be cross-checked via the Quality Assurance process:

Option 1: No major change (where no impact or potential for improvement is found, no action is required) ☒

Option 2: Adjust (where a potential or actual negative impact or potential for a more positive impact is found, make changes to mitigate risks or make improvements) ☐

Option 3: Continue (where a potential or actual negative impact or potential for a more positive impact is found but a decision not to make a change can be objectively justified, continue without making changes) ☐

Option 4: Full mitigation of identified risk not made, decision to continue without objective justification (Lead Reviewer to provide explanatory note here) ☐

Option 5: Stop and remove (where a serious risk of negative impact is found, the plans, policies etc. being assessed should be halted until these issues can be addressed) ☐

OFFICIAL

OFFICIAL

If you believe your service is doing something that 'stands out' as an [example of good practice](#) - for instance you are routinely collecting patient data on sexual orientation, faith etc. - please use the space below to describe the activity and the benefits this has brought to the service. This information will help others consider opportunities for developments in their own services.

OFFICIAL

Actions.

From the additional mitigating action requirements sections completed above, please summarise the actions this service will be taking forward or tick the box next to 'No Actions Identified'

This policy will be reviewed annually with the relevant recipients with any proposed material changes to be approved by the IJB.

Any proposed changes to this policy will be discussed with those covered by the policy before implementation.

No actions identified ☐

Date for completion

Who is responsible? (initials)

OFFICIAL

Ongoing 6 Monthly Review: please write your 6 monthly EQIA review date:

Lead Reviewer:

Name Steven Blair

Job Title Business Development Manager

Signature 

Date 06/01/2026

EQIA Sign Off:

Name Jill Scoular

Job Title Principal Officer

Signature 

Signature

Date

Quality Assurance Sign Off:

Name: Julian Heng

Job Title: Planning and Development Manager

Signature:



Date: 14th January 2026

Where unmitigated risk has been identified in this assessment, responsibility for appropriate follow-up actions sits with the Lead Reviewer and the associated delivery partner.

OFFICIAL

OFFICIAL

NHS Greater Glasgow & Clyde Equality Impact Assessment Tool
Meeting the Needs of Diverse Communities
[6 monthly review sheet](#)

Name of Policy/Current Service/Service Development/Service Redesign:

Please detail activity undertaken with regard to actions highlighted in the original EQIA for this Service/Policy

Action:

Status:

Completed

Date

Initials

Action:

Status:

Completed

Date

Initials

Action:

Status:

Completed

Date

Initials

OFFICIAL

OFFICIAL

Action:

Status:

Completed

Date

Initials

Please detail any outstanding activity with regard to required actions highlighted in the original EQIA process for this Service/Policy and reason for non-completion

Action:

Reason:

To be completed by

Date

Initials

Action:

Reason:

To be completed by

Date

Initials

OFFICIAL

OFFICIAL

Please detail any new actions required since completing the original EQIA and reasons:

Action:

Reason:

To be completed by

Date

Initials

Action:

Reason:

To be completed by

Date

Initials

Please detail any discontinued actions that were originally planned and reasons:

Action:

Reason:

Action:

Reason:

Please write your next 6-month review date

Name of completing officer:

Date submitted:

If you would like to have your 6 month report reviewed by a Quality Assuror please e-mail to: Alastair.Low@nhs.scot

OFFICIAL