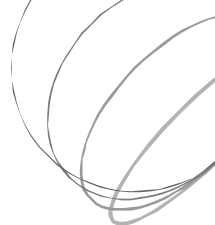


PRG Forward Work Programme development (2009/10)

Equality Impact Assessment in Audit Scotland

This form should be completed by following the guidance including in the supporting document:

Equality Impact Assessment in Audit Scotland – Guidance Notes



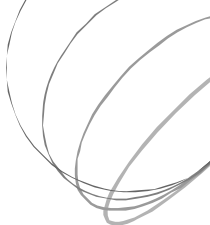
Audit Scotland Equality Impact Assessment

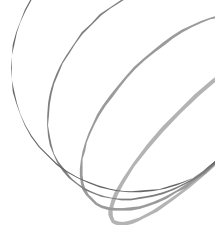
Policy Title ¹	PRG Forward Work Programme development (2009/10)
Strategic Outcome	Development of the PRG forward studies programme
Directorate	Public Reporting Group
We have completed the equality impact assessment for this policy.	Names: Claire Sweeney and Lynn Conway Position: Portfolio Manager and Information Officer Date: December 2009
Approval by Director on behalf of Business Group Management Team	Name: Barbara Hurst and David Pia Position: Directors of Public Reporting Date: 14 January 2010
Sign off by the Diversity & Equality Steering Group (DESG) Chair on behalf of the DESG members	Name: Lorna Meahan Date: 18 January 2010

Once the EQIA documentation has been completed and signed off arrangements will be made by the Diversity & Equality

¹ Throughout this documentation we use the word **POLICY** to mean any activity, function, strategy, programme, service or process which is being considered for Impact Assessment.

Steering Group and communications team to publish the summary results from the EqIA on Audit Scotland's website.



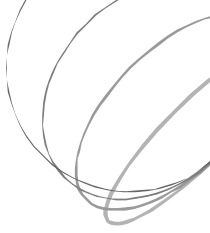


Step 1: Define the aims of the policy

Title of policy	PRG Forward Work Programme development (2009/10)
Strategic Outcome	Development of the PRG forward studies programme
Directorate	Public Reporting Group

What is the purpose of the proposed policy (or changes to be made to the policy)?	<p>The purpose of the FWP development process is to produce an agreed work plan for our national performance studies across the NHS, central and local government sectors. Our studies programme takes into account key risk areas in each public policy area and the views of the AGS, Accounts Commission and stakeholders.</p> <p>Our national studies are carried out by PRG staff using the processes set out in Audit Scotland's Project Management Framework (PMF). We recently carried out an EIA on the PMF to ensure our staff take appropriate account of equality and diversity issues throughout their projects.</p> <p>The aim of this EIA is to learn lessons from the process of developing our 2009-10 FWP to help inform the development of our next FWP which will begin in 2010. In developing our FWP, we need to ensure that we appropriately consider equality and diversity issues and ensure the national studies programme takes account of relevant equalities issues.</p>
Who is affected by the policy or who is intended to benefit from the proposed policy and how?	<p>The FWP sets the national studies programme for all PRG staff. The FWP process is relevant to the following groups through their involvement in the development process, through the outputs from the development process (i.e. our national reports) and through the impact of our national studies:</p> <ul style="list-style-type: none">○ PRG staff○ Stakeholders (e.g. audited bodies, Parliamentary committees)○ General public (including public service users) <p>Our national studies also help to inform and support the work of the Parliamentary Public Audit Committee by</p>

	providing assurance and supporting improvement.
How have you, or will you, put the policy into practice, and who is or will be responsible for delivering it?	<p>Our 2009/10 programme was coordinated by a steering group with representatives from across PRG in 2008. The formal process to develop our next programme has yet to be determined but will be informed by this EIA.</p> <p>Developing the FWP requires ongoing engagement with staff (including PRG and ASG), the AGS and the Accounts Commission. It also requires ongoing engagement with stakeholders including equalities groups through our diversity and equality work and our diversity business leads. For example, the Director of Public Reporting (Health and Central Government) met with Capability Scotland in September 2009 to discuss our approach to developing the FWP.</p> <p>Staff across PRG are responsible for delivering the FWP.</p>
How does the policy fit into our wider or related policy initiatives?	The FWP links to other Audit Scotland policies and initiatives, such as the Priorities and Risk Frameworks, the Project Management Framework, Corporate Plan, Performance Audit Manual, Performance Audit Standards and some HR policies.
Do you have a set budget for this work?	No.

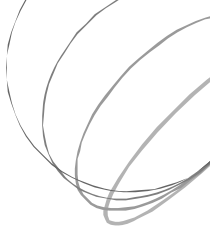


Step 2: What do you already know about the diverse needs and/or experiences of your target audience?

Do you have information on:	As at March 2009			
Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes	X	No	
Lesbian, gay, bisexual and transgender	Yes	X	No	
Race	Yes	X	No	
Religion and belief	Yes	X	No	

Age	<p>In Scotland, the age of the population is broken down as follows:</p> <ul style="list-style-type: none"> • 0-15 years (19 per cent) • 16-29 years (17 per cent) • 30-44 years (23 per cent) • 45-59 years (19 per cent) • 60-74 (14 per cent) • over 75 (seven per cent) <p>Between 2006 and 2031, Scotland's population is projected to age markedly. The number of children aged under 16 is projected to decrease by 7 per cent, from 0.92 million to 0.86 million. The number of people aged 60 and over is projected to rise by 54 per cent, from 1.12 million to 1.72 million.</p> <p>The number of centenarians rose from 570 in 2002 to 720 in 2008, an increase of more than a quarter. (<i>GRO June 2009</i>)</p>
	<p>Most PRG staff are in the age group 35-44 years, followed by 45-55, 25-34, and above 55. PRG has very few staff who are younger than 25.</p>
Disability	<p>Scotland is estimated to have 1 million disabled adults likely to be covered by the Disability Discrimination Act - about one in five of the population. (<i>Disability in Scotland 2004, The Disability Rights Commission</i>)</p>
	<p>In the most recent survey of all Audit Scotland staff (September 2009), 12 individuals declared themselves as having a disability.</p>
Gender	<p>There are an estimated 5,168,500 people in Scotland – 2,500,205 males, and 2,668,295 females. In 2008, life expectancy at birth in Scotland was 75 for males, and 79.9 for females.</p>
	<p>Sixty per cent of PRG staff are female.</p>
Lesbian, gay, bisexual and transgender	<p>There are estimated to be around 300,000 gay people in Scotland,</p>

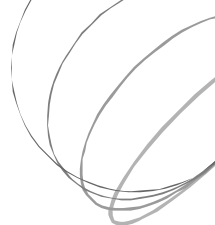
transgender	6% of the population (<i>Stonewall Scotland, 2009</i>)
	In the most recent survey of all Audit Scotland staff (September 2009), 5.5 per cent of staff identified themselves as gay, lesbian or bisexual. Eleven per cent of respondents chose the option 'prefer not to say'. No respondents identified themselves as transgender.
Race	In 2001, 2% (just over 100,000 people) of the Scottish population were from a (non-White) minority ethnic group. Between 1991 and 2001, Scotland's foreign-born population rose by 34%, compared with 29% in England and 24% in Wales (<i>Commission for racial equality, 2009 and Audit Scotland study The impact of the race equality duty on council services, November 2008.</i>)
	Almost 100 per cent of PRG staff are white British.
Religion and belief	Just over two-thirds (67%) of the Scottish population report currently having a religion. More than six out of ten people said that their religion was Christian (65%): 42% Church of Scotland, 16% Roman Catholics and 7% Other Christian. After Christianity, Islam was the most common faith with 42,600 thousand people in Scotland describing their religion as Muslim. (<i>GRO, 2001 Census</i>)
	In the most recent survey of all Audit Scotland staff (September 2009), just under half of respondents (44 per cent) stated that they did not have a religion or faith. Ten per cent of respondents chose the option 'prefer not to say'.



Step 3: Do you have enough information to help you understand the diverse needs and/or experiences of your target audience?

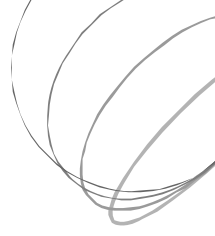
If not, what else do you need to know?

Age	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information and will improve our engagement with all relevant audiences as part of the FWP development (see Step 5).		
Disability	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information and will improve our engagement with all relevant audiences as part of the FWP development (see Step 5).		
Gender	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information and will improve our engagement with all relevant audiences as part of the FWP development (see Step 5).		
Lesbian, gay, bisexual and transgender	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information. Information on transgender issues in Scotland is poor but we have sufficient information about key groups to improve how we engage regarding the FWP.		
Race	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information and will improve our engagement with all relevant audiences as part of the FWP development (see Step 5).		
Religion and belief	Do you have enough information to proceed?	Yes	No
	Yes – we have enough information and will improve our engagement with all relevant audiences as part of the FWP development (see Step 5).		



Step 4: What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?

Age	Impact of an ageing population will be a significant pressure on services in the future. Need to ensure that we consider and address any issues relating to age as part of the FWP development process (see Step 5).
Disability	Need to ensure that we consider and address any issues relating to disability as part of the FWP development process (see Step 5).
Gender	FWP may include studies linked to gender, for example where there are specific health concerns or procedures, or equality issues such as equal pay. Need to ensure that we consider and address any issues relating to gender as part of the FWP development process (see Step 5).
Lesbian, gay, bisexual and transgender	Need to ensure that we consider and address any issues relating to sexuality as part of the FWP development process (see Step 5).
Race	Need to ensure that we consider and address any issues relating to ethnicity as part of the FWP development process (see Step 5).
Religion and belief	Need to ensure that we consider and address any issues relating to religion and belief as part of the FWP development process (see Step 5).



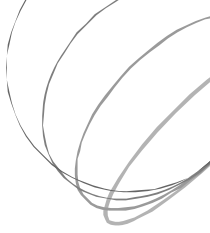
Step 5: Will you be making any changes to your policy?

Are there any changes?				
Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes	X	No	
Lesbian, gay, bisexual and transgender	Yes	X	No	
Race	Yes	X	No	
Religion and belief	Yes	X	No	

The FWP publications (consultation and final published programme) did not specifically mention equalities, for example, in how the programme was developed or in specific projects. However, equalities issues were reflected in the individual supporting study appraisal documents. Changes must be made to the FWP process to ensure equalities issues are fully considered in preparing the FWP and that this is made clear in any formal or informal consultation with stakeholders and in our final programme.

The following actions will be taken:

1. We have added a number of equalities groups to the FWP distribution list for any formal consultation documents and the final programme as well as to the overall distribution list for Audit Scotland publications. Specifically the following groups are already included:
 - Stonewall Scotland
 - Equality and Human Rights Commission
 - Age Concern Scotland
 - Scottish Commission for Human Rights
 - The Scottish Inter-Faith Council
 - Equality Network
 - Scottish Executive Equality Unit
 - but the following groups were not included and have now been added to the distribution lists:
 - Alzheimer Scotland
 - Capability Scotland
 - Office for Disability Issues
 - Royal National Institute of Blind People (RNIB)
 - The Royal National Institute for Deaf People (RNID)
 - Scottish Disability Equalities Forum
 - Black and Ethnic Minorities Infrastructure in Scotland (BEMIS)
 - Council of Ethnic Minority Voluntary Sector Organisations (CEMVO)
2. We developed a stakeholder engagement strategy as part of the last FWP process. This included a wide range of public sector representatives and senior Scottish Government staff. However, we have since identified gaps, particularly in terms of equalities and engagement with the above groups. We need to establish how best to engage with equalities groups, both for the development of the FWP and on a routine basis as part of our regular stakeholder engagement. This will also involve additional work with particular organisations to explain our role and

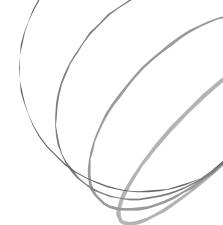


- the work we do and find out how best to engage with them, for example if they have limited resources to respond to consultation.
3. We will need to consider whether our documents are easily accessible for a wide range of groups in Scotland.
 4. *Building diversity into our work* provides points to consider when considering studies for inclusion in the FWP. This guidance will be reviewed and updated by May 2010, and any necessary amendments made to the FWP process.
 5. Staff involved in short listing potential performance audit studies may need additional support to ensure that they appropriately consider equalities issues in the short listing process. We will ensure that staff involved in short listing performance audit studies are offered support from within PRG if they do not feel equipped to identify and consider equalities issues. This action will be addressed by internal working groups following the publication of the EIA for the PMF.
 6. Staff carrying out national performance studies may need additional support to ensure that equalities issues are appropriately captured within their work. We will offer support from within PRG to staff who do not feel equipped to identify and consider equalities issues within their project. This action will be addressed by internal working groups following the publication of the EIA for the PMF.

Step 6: Does your policy provide the opportunity to promote equality of opportunity or good relations by altering the policy or working with others?

Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes	X	No	
Lesbian, Gay, Bisexual & Transgender	Yes	X	No	
Race	Yes	X	No	
Religion and Belief	Yes	X	No	

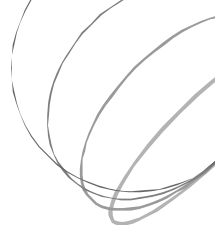
Age	Building equalities fully into the FWP should help promote equality of opportunity across all these groups, and ensure each individual PRG study fully considers equalities issues and the impact of the study on different groups of people.
Disability	
Gender	
Lesbian, gay, bisexual and transgender	
Race	
Religion and belief	



Step 7: Based on the work you have done - rate the level of relevance of your policy

Tick one box for each strand

	Age	Disability	Gender	LGBT	Religion and belief	Race
High: <ul style="list-style-type: none"> ▪ There is substantial evidence that people from different groups or communities are (or could be) differently affected by the policy (positively or negatively) ▪ There is substantial public concern about the policy, or concerns have been raised about the policy's potential impact by relevant bodies ▪ The policy is relevant to all or part of the respective general duty, in the case of race, disability and gender. 	X	X	X	X	X	X
Medium: <ul style="list-style-type: none"> ▪ There is some evidence that people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is some public concern about the policy. ▪ The policy is relevant to parts of the respective general duty, in the case of race, disability and gender. 						
Low: <ul style="list-style-type: none"> ▪ There is little or no evidence that some people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is little or no evidence of public concern about the policy. ▪ The policy has little or no relevance to the respective general duty, in the case of race, disability and gender. 						
Unknown: <ul style="list-style-type: none"> ▪ No evidence or data has been collected therefore an assessment cannot be made. 						



Step 8: Is a further impact assessment required?

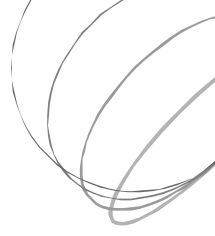
Age	Yes	X	No	
Disability	Yes	X	No	
Gender	Yes	X	No	
Lesbian, Gay, Bisexual & Transgender	Yes	X	No	
Race	Yes	X	No	
Religion and Belief	Yes	X	No	

If you have answered yes please explain why

Reviewing the distribution lists and stakeholder engagement for the FWP has highlighted gaps in our routine stakeholder engagement and main distribution lists. It would be useful to think about these separately.

It would also be useful to carry out an EIA during the next FWP process to ensure that any gaps are properly addressed. This should take place early in 2010 at the same time as starting to develop the next FWP.

If you have answered no please explain why



Step 9: Explain how you will monitor and evaluate this policy/function or strategy to measure progress?

Please explain how monitoring will be undertaken, when it will take place and who is responsible for undertaking it:

Portfolio managers in PRG are responsible for ensuring key issues are addressed in the FWP and this includes the need to consider equalities as central to the development of the FWP. The proposed FWP will be approved by PRGMT before approval by AGS and the Accounts Commission. PRG study teams are responsible for ensuring that their projects take full account of equalities issues – this is set out in our Project Management Framework.

A review of the impact of the actions outlined in Step 5 will be undertaken in one year's time.

Step 10: Summary of improvements, outcomes and impact

Please summarise in no more than 200 words the nature of the policy and main improvements, outcomes and impact as a result of this review

Audit Scotland's Forward Work Programme (FWP) sets the programme of work for national performance reviews across the NHS, local government and central government sectors. The programme takes in to account key risk areas and the views of the AGS, Accounts Commission and stakeholders.

Although equalities issues were considered as part of developing our FWP for 2009/10, this is not clearly evident from either the consultation document or the final published programme. Following the Equality Impact Assessment, additions have been made to the distribution lists for national studies and the FWP. Ways to better engage with equalities groups, both for the FWP and as part of regular stakeholder engagement, will be identified. Our Single Equality Scheme (published Dec 2009 and available on our website) sets out our plans to expand and develop our engagement with equalities groups, and this will be an important mechanism for discussing the FWP.

These additions to the FWP process should ensure our study teams fully consider equalities issues in developing the study programme and throughout the duration of a study.