

Equality and Fairness Impact Assessment (EFIA) Form



If the 'policy or practice' (see definition below) you are developing or going to develop is assessed as relevant after undertaking the online screening process (the [Impact and Value Assessment \(IVA\)](#)) - that is, it will have either a positive or negative impact on people - you should complete an Equality and Fairness Impact Assessment (EFIA) using this form.

This form should only be completed if you have undertaken an [Impact and Value Assessment \(IVA\)](#) to screen whether a full Equality and Fairness Impact Assessment is required.

Complete this for all relevant policies or practices:

- 'relevant' means it will have an impact on people
- 'policy or practice' - see definition below

Definition of policy or practice for the purposes of EFIA:

- The term 'policy or practice' covers Service delivery and Employment. This can include a policy, a plan, a strategy, a project, a service review, a function, practice or service activity or a budget option.

Section 1: Policy details (see definition of 'policy or practice' above)

Name of policy or practice

Green Living Fund – Round 2

Service and Division/Team

Climate Change and Sustainable Development/Environment and Infrastructure

Owner/Person responsible (include your name and position)

Divindy Grant – Team Leader Climate Change and Sustainability

Impact Assessment Team (include your names and positions). This team can consist of two people or more as appropriate.

Divindy Grant - Team Leader Climate Change and Sustainability
Eirini Kourtesi – Climate Change and Sustainability Officer

Is the policy or practice being impact assessed new or existing?

New – but replica process of grant award process initially run in 2023

What are the main aims of the policy or practice?

To provide grants to community groups to implement projects or initiatives that jointly address the climate and cost of living crises. Communities will select their preferred option using a participatory budgeting process.

Who are the main target groups/beneficiaries?

Community groups as direct recipients, but communities across the wider Perth and Kinross should benefit from implementation of the initiative.

What are the intended outcomes of the policy or practice?

Reduced climate impact and lowered cost of living across our communities.

Section 2: Detail the positive and/or negative impacts, or tick to indicate no impact identified

Key questions to address in the EFIA

- Does the policy or practice evidence that it has eliminated discrimination?
- Does the policy or practice evidence that it has advanced equality of opportunity?
- Does the policy or practice evidence that it will foster good relations between groups?

The Assessment should highlight areas of interest covering the following:

- positive and negative impacts across all protected characteristics
- scale of the impact: an indication of the degree of potential impact, and whether this is judged to have a High, Medium or Low impact potential
- anticipated duration of the impact if relevant
- whether there is a specific differential impact to a particular protected characteristic or characteristics
- if the impact is more wide-ranging and general in its effect
- whether any impacts identified would/could be mitigated by an amendment to the policy, practice budget decision or service reform proposal

Equality-protected characteristic: Age

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Older people (aged 65 years and over)	(TBC – dependent on proposals submitted)	As primarily online voting, it may be harder for older people to vote, which could skew results away from projects that they would prefer. Mitigation: In-person assisted voting will take place at PKC libraries and at numerous public events.	

Equality-protected characteristic: Disability

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Physical disability	(TBC – dependent on proposals submitted)		
Sensory impairment	(TBC – dependent on proposals submitted)	Online voting platform may be harder for sensory impaired users to access. Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	
Mental health	(TBC – dependent on proposals submitted)		
Learning disability	(TBC – dependent on proposals submitted)	Online voting platform may be harder for those with learning disabilities to access. Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	
Neurodivergent conditions	(TBC – dependent on proposals submitted)	Online voting platform may be harder for those with neurodivergent conditions. Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	

Equality-protected characteristic: Gender reassignment

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Male transitioning to female			X
Female transitioning to Male			X

Equality-protected characteristic: Marriage/Civil partnership

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Women			X
Men			X
Same-sex couple (male)			X
Same-sex couple (female)			X

Equality-protected characteristic: Pregnancy/Maternity/Paternity

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Women			X
Men (paternity)			X

Equality-protected characteristic: Race

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
View the list of categories used in Scotland's Census			X

Equality-protected characteristic: Religion/Belief

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
View the list of categories used in Scotland's Census			X

Equality-protected characteristic: Sex

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Female			X
Male			X

Equality-protected characteristic: Sexual orientation

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Lesbian			X
Gay			X
Bisexual			X
Other sexual orientation			X

Equality-protected characteristic: Socio-economic (fairness) Please refer to Appendix 2 of accompanying guidance

Specific characteristics	Positive impact (it could benefit the group concerned)	Negative impact (it could disadvantage the group concerned) and any mitigation	No impact
Low income, Material deprivation and area deprivation	While the precise grants are unknown, there will be a requirement in them to address the cost-of-living challenges faced by residents which should benefit these group.		

For any policies or practice specific to young people under the age of 16 years, a separate Children's Rights and Wellbeing Impact Assessment should be undertaken – view the [National Guidance](#).

Section 3: Recommendations and actions

As a result of this equality impact assessment, please **clearly describe practical actions** you plan to take to:

- reduce or remove any identified **negative impact**
- promote any **positive impact** or
- **gather** further information/evidence

Equality-protected characteristic: Age

Specific characteristics	Action	Who is responsible	Date for completion
Older people (aged 65 years and over)	Mitigation: In-person assisted voting will take place at PKC libraries and at numerous public events.	Divindy Grant and Eirini Kourtesi	October 2025

Equality-protected characteristic: Disability

Specific characteristics	Action	Who is responsible	Date for completion
Physical disability			
Sensory impairment	Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	Divindy Grant and Eirini Kourtesi	October 2025
Mental health			
Learning disability	Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	Divindy Grant & Eirini Kourtesi	October 2025

Specific characteristics	Action	Who is responsible	Date for completion
Neurodivergent conditions	Mitigation: Microsoft Forms (voting platform) is compatible with e-readers. In-person assisted voting will take place at PKC libraries and at numerous public events.	Divindy Grant and Eirini Kourtesi	October 2025

Equality-protected characteristic: Gender reassignment

Specific characteristics	Action	Who is responsible	Date for completion
Male transitioning to female			
Female transitioning to male			

Equality-protected characteristic: Marriage/Civil partnership

Specific characteristics	Action	Who is responsible	Date for completion
Women			
Men			
Same-sex couple (male)			
Same-sex couple (female)			

Equality-protected characteristic: Pregnancy/Maternity/Paternity

Specific characteristics	Action	Who is responsible	Date for completion
Women			
Men (paternity)			

Equality-protected characteristic: Race

Specific characteristics	Action	Who is responsible	Date for completion
View the list of categories used in Scotland's Census			

Equality-protected characteristic: Religion/Belief

Specific characteristics	Action	Who is responsible	Date for completion
View the list of categories used in Scotland's Census			

Equality-protected characteristic: Sex

Specific characteristics	Action	Who is responsible	Date for completion
Female			
Male			

Equality-protected characteristic: Sexual orientation

Specific characteristics	Action	Who is responsible	Date for completion
Lesbian			
Gay			
Bisexual			
Other sexual orientation			

Equality-protected characteristic: Socio-economic (fairness)

Please refer to Appendix 2 of accompanying guidance

Specific characteristics	Action	Who is responsible	Date for completion

Section 4: Evidence

You should list here the sources of information used to assess the impact of the relevant policy or practice. This can include local sources such as reports, information and data, relevant partners' information, data and reports, other Council's relevant information, data and reports, national information, research outcomes, data profiles and any other evidence which has led to the development of this policy.

Information/evidence gained and used to shape this policy or practice	List details, source and date (continue on a separate sheet if necessary – please advise if this has been done)
Community consultation/engagement outcomes from individuals and organisations - this usually includes formally arranged contact with individuals, community groups, third sector and other relevant interest groups	Not undertaken at this early stage – Community will vote and select the projects to be taken forward
Employee involvement/consultation feedback (for example survey, focus groups)	
Research and information list main sources	
Officer knowledge and experience	Knowledge from Karen Evans and Catherine Gordon who have previously run this process
Equality monitoring data	
Service user feedback (including customer contact, services and complaints)	User feedback from Green Living Fund Round 1 and other Council run participatory budgeting approaches
Partner feedback	
Other - this may be information gathered in another Council area, nationally or in partner organisations which is considered to have relevance	

Section 5: Consultation/Engagement

Consultation with key stakeholders must be undertaken throughout the EFIA process. This activity **can also** help to **reach people not previously involved** with these processes, but who will be affected by this policy or practice when it is implemented. You may wish to refer to the [Council's Consultation Guidance](#).

The Consultation/Engagement process can also help **identify or agree changes** that need to be made to ensure the policy or practice will be inclusive on implementation and future practice.

The Equalities Team Leader (email Equalities@pkc.gov.uk) may be able to provide advice relating to potential contact with consultees from Equality-protected characteristic groups via existing mechanisms such as the Community Equalities Advisory Group (CEAG) or Equalities Strategic Forum.

A summary of the replies received from individuals and stakeholders consulted/involved. Include any previous feedback or complaints relating to equality and diversity issues and the policy or practice currently being assessed.

Continue on a separate sheet(s) if necessary – please advise if this has been done.

Equality-protected characteristic: Age

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Older people (aged 65 years and over)		Not undertaken due to the early development nature of the grant process

Equality-protected characteristic: Disability

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Physical disability		
Sensory impairment		
Mental health		Not undertaken due to the early development nature of the grant process
Learning disability		Not undertaken due to the early development nature of the grant process
Neurodivergent conditions		Not undertaken due to the early development nature of the grant process

Equality-protected characteristic: Gender reassignment

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Male transitioning to female		
Female transitioning to male		

Equality-protected characteristic: Marriage/Civil partnership

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Women		
Men		
Same-sex couple (male)		
Same-sex couple (female)		

Equality-protected characteristic: Pregnancy/Maternity/Paternity

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Women		
Men (paternity)		

Equality-protected characteristic: Race

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
View the list of categories used in Scotland's Census		

Equality-protected characteristic: Religion/Belief

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
View the list of categories used in Scotland's Census		

Equality-protected characteristic: Sex

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Female		
Male		

Equality-protected characteristic: Sexual orientation

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Lesbian		
Gay		
Bisexual		
Other sexual orientation		

Equality-protected characteristic: Socio-economic (fairness)

Please refer to Appendix 2 of accompanying guidance

Specific characteristics	Date	Outcome of consultation/engagement (continue on a separate sheet if necessary – please advise if this has been done)
Socio-economic (fairness)		Not undertaken due to the early nature of this project – communities will be given a voice and there will be a push for voting at events and locations of those experiencing socio-economic disadvantage

Section 6: Outcomes

When the evidence has been considered in relation to the proposed policy, practice, project, service reform or budget option, it will be apparent what the likely impacts are. The type, scale, duration, and specificity of the likely impacts will inform the direction of the outcome of the EFIA.

There are four potential outcomes as follows (**highlight the one you are recommending as a result of your Impact Assessment**):

1. No major change required the policy, practice, project, service reform or budget option is robust and can continue without amendment.
2. Continue the policy, practice, project, service reform or budget option. A justification is required for continuing despite the potential for adverse impact.
3. Adjust or amend the policy, practice, project, service reform or budget option. Remove barriers, make changes to better advance equality or remove or mitigate negative impact.
4. Stop, or remove the policy, practice project, service reform or budget option if adverse effects cannot be justified and cannot be mitigated.

Section 7: Authorising the assessment

The following signatures are required:

Lead Officer responsible

Signed Divindy Grant (by hand)

Name Divindy Grant

Date 10 July 2025

Quality Assured by Perth and Kinross Council Equality and Fairness Impact Assessment trained officer (within service)

Signed D F McPhee (via email)

Name David McPhee

Date 16 July 2025

Section 8: Publishing the assessment

The completed and authorised EFIA should be added to the relevant section on the [Council website](#).

Date action completed:

Section 9: Committee reporting

Ensure your committee report to accompany this policy includes information about any actions taken to reduce or remove negative impacts identified, or include any positive impacts expected when the policy is implemented.