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**Multi-Equality  
Impact Assessment  
Toolkit**

**Form**

2007

**Name of Policy:**

**Before commencing with the Multi-Equalities Impact Assessment (MEIA), please make reference to the MEIA Guidance Notes, which will give guidance on each of the sections included.**

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MULTI-EQUALITY IMPACT ASSESSMENT FORM 2007**

**Section One: Function / Policy Details\***

(Page 4 of the Guidance Notes)

1.1

Name of Function / Policy	
Lead Service / Partnership	
Policy Officer (Name / Position)	
Impact Assessment Team (Names / Positions)	

\*Policy could be formal or informal and may include strategy, project or practice.

1.2 Is this function / policy...

New? (✓)	Existing? (✓)

1.3 What are the main <b>aims</b> of the policy?	
1.4 Who are the main target groups / beneficiaries?	
1.5 What are the intended <b>outcomes</b> of the policy?	

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**Section 2: Information Gathering**  
(Page 5 of the Guidance Notes)

2.1 Gathering information and evidence used to assist the impact assessment process

<b>Information / Evidence</b>	<b>✓relevant box</b>	<b>List details (source, date, scale etc.)</b>
* Community consultation		
Research (including websites & legislation)		
Officer knowledge and experience		
Equalities monitoring data		
Service user feedback (including complaints)		
Partner user feedback		
Other		

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**Section 3: Assessing the Impacts**  
(Page 6 of the Guidance Notes)

What likely impacts or issues do the function / policy have for different people and communities in the following group(s)?

3.1 Identify and describe any likely positive, negative or neutral impacts.

<b>Equality Target Group</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	<b>Neutral Impact</b>
Race			
Gender			
Disability			
Age			
Religion & Belief			
Sexual Orientation			
Other groups (please specify)			

(If no impact has been identified, and this is justifiable, please go to 5.1)

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3.2 Have any cross cutting issues been identified?

The cross cutting issues you should consider for the purpose of this MEIA are employees, health, access (including rural isolation), low income, unemployed, homeless and carers, or any other relevant issue(s).



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**Section 4: Recommendations and Actions**

(Page 7 of the Guidance Notes)

4.1 As a result of this assessment, consultation, research and available evidence collected, state whether there will need to be any changes made / planned to the function / policy. Please clearly detail practical actions you would take to reduce or remove any identified adverse / negative impact.

(Please ensure that recommendations and actions are SMART)

<b>Recommendation</b>	<b>Action</b>	<b>Who</b>	<b>When</b>	<b>Expected Outcome</b>

4.2 Detail any adverse impact that cannot be resolved, and justify the recommendation to continue with the policy.

<b>Detail</b>	<b>Justification</b>

**Section 5: Performance Monitoring and Reporting**  
(Page 7 of the Guidance Notes)

5.1 Please explain **how** monitoring will be undertaken, **when** it will take place and **who** is responsible for undertaking it, making reference to any equalities action plans / service plans.

**Section 6: Publishing the Results of the Assessment**  
(Page 8 of the Guidance Notes)

Prior to publication, the following signatures are required:

1. Head of Service or  
Service Representative

Signed: .....Name: .....Date: .....

2. Quality Assured by  
(QA of the process followed is required by a MEIA trained officer)

Signed: .....Name: .....Date: .....

Please email the completed MEIA to the Policy Officer (Equalities), Chief Executive.