Aberdeenshire
COUNCIL

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	ICT
Title of the activity etc.	Better use of systems and Technology – T47
Aims Of The Activity	Please note this EIA deals with the implications of changes arising from budget savings proposals. Currently use of technology across the Council is increasing. Both services and customers are demanding greater access to technology and digital services. This budget saving proposal, includes how we can save money by implementing better use of technology and how the Council can spend money on technology and associated staff more efficiently. None of the proposals within this saving template relate to direct front line service delivery, they are all relate to Council staff and operations. Overall the activity will - make more efficient use of telephones and unified communications - Reduce the number of applications in use across the council - Reduce headcount in ICT Supporting services across the Council - Reduce Council hardware costs.
Author(s) & Title(s)	Head of ICT

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	None
Internal consultation with staff and other services affected.	Proposed changes to Budget are reported through the Strategic Leadership Team before going to Policy and Resources for Committee. A Digital Strategy "Innovate Aberdeenshire", which incorporates these proposals was agreed by P&R in 2015 This structured process ensures all Members and services are consulted on and involved in the development of the proposals.
External consultation (partner organisations, community groups, and councils.	None
External data (census, available statistics).	None
Other (general information as appropriate).	None

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	n/a

Stage 4: Measures to fill the evidence gaps.		
What measures will be taken to fill the information gaps before the activity is implemented? These should be included in the action plan at the back of this form.	Measures:	Timescale:
	N/A	
	N/A	
	N/A	
	N/A	

Stage 5: Are there potential impacts on protected groups? Please complete for each protected group by inserting "yes" in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger			Yes	
Age – Older			Yes	
Disability			Yes	
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Gender – male/female			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 6: What are the positive and negative impacts?		
Impacts.	Positive (describe the impact for each of the protected characteristics affected)	Negative (describe the impact for each of the protected characteristics affected)
Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above. Detail the impacts and describe those affected.		

Stage 7: Have any of the affected groups been consulted?	
If yes, please give details of how this was done and what the results were. If no, how have you ensured that you can make an informed decision about mitigating steps?	No

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale
	N/A	
	N/A	
	N/A	
	N/A	
	N/A	

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	N/A

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Monitoring will be done by Digital Aberdeenshire, the Councils Governance group for Digital Activity and by Policy and Resources Committee.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	N/A	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	N/A	

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.				
Sign off and authorisation.	1) Service and Team			
	2) Title of Policy/Activity			
	3) **Authors:** I have completed the equality impact assessment for this policy/ activity.	Name: Position: Head of ICT Date: 26/01/2016 Signature:		Name: Position: Date: Signature:
		Name: Position: Date: Signature:		Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Position: Head of ICT Date: 26/10/2016		Name: Position: Date:
	6) If the EIA relates to a matter that has to go before a Committee, Committee report author sends the Committee Report and this form, and any supporting assessment documents, to the Officers responsible for monitoring and the Committee Officer of the relevant Committee. e.g. Social Work and Housing Committee.			Date: N/A
	7) EIA author sends a copy of the finalised form to: eia@abdnshire			Date: N/A
(Equalities team to complete) Has the completed form been published on the website? YES/NO				Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
N/A					