Aberdeenshire COUNCIL

EQUALITY IMPACT ASSESSMENT   January 2017

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure
Section	Environmental Health
Title of the activity etc.	Environmental Health & Trading Standards
Aims of the activity	Efficiencies achieved through: Loss of staffing posts/hours as follows:- Head of Service post, the Personal Assistant's post associated with the aforementioned Head of Service, an Improvement Officer post, hours in vacant administration posts. Raising income by increasing fees annually by the rate of inflation for licences and other services. Revising procedures to ensure payment of fees. Reduction in Public Analyst budget.
Author(s) & Title(s)	David Cooper, Environmental Health Manager.

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Financial/income data, travel and subsistence data, staffing data.
Internal consultation with staff and other services affected.	Consultation with Head of Service.
External consultation (partner organisations, community groups, and councils.	

External data (census, available statistics).	
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No

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:

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.		Gender: The majority of clerical/admin staff are female and consequently the loss of admin/clerical posts will have a negative impact.

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?	The hours within the admin/clerical posts that form part of the efficiencies are currently vacant and therefore no consultation required. The PA post was occupied by a secondee but has now returned to the substantive post.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These	Mitigating Steps	Timescale

should be included in any action plan at the back of this form.	Admin/clerical functions have been reviewed and it is considered that there will be no impact on service delivery or duties of remaining staff. The review took account of the anticipated reduction in clerical/admin work arising from the transfer from Flare to UNIFORM as the Service's main data management programme.	

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Ensure regular information updates to staff.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The activity will have no impact on service delivery or duties of admin/clerical staff.

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Via customer survey forms.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.

		The proposed savings involve loss/part loss of admin/clerical posts which are currently vacant. These savings will have no impact on service users, service delivery or duties of admin/clerical staff. A significant number of admin/clerical posts remain within the service.
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. *** Please fill in Stage 13 if this option is chosen**

* 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	Environmental Health		
	2) Title of Policy/Activity	Environmental Health & Trading Standards		
	3) **Authors:** I/We have completed the equality impact assessment for this policy/ activity.	Name: David Cooper Position: Environmental Health Manager Date: 04/01/17 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: Belinda Miller Position: Head of Service Date:		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:
7) EIA author sends a copy of the finalised form to: eia@abdnshire	Date: 04/01/2017
(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
Ensure regular information updates to staff	1/4/16	31/3/18	David Cooper	Updates issued with management group minutes.	None
Monitor impact of increased fees on service delivery	1/4/16	31/3/17	David Cooper	Assess income and potential impact on number of course attendees.	None
Assess impact on clerical/admin staff of transfer from Flare to Uniform (please note this transfer is not part of the efficiencies and is being lead by ICT)	1/4/16	31/3/18	David Cooper	Assess workload implications and introduce adaptions to duties if required.	None
Monitor customer survey forms	1/4/16	31/3/18	David Cooper	Assess responses and introduce changes as they are identified.	None