



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Planning & Building Standards
Section	All : Administration support Sustainability, Information and Research, Delivery Team and Policy Team Environment Team Development Management Teams Enforcement Team Building Standards
Title of the activity etc.	Planning & Building Standards
Aims of the activity	To identify budget savings within the Planning & Building Standards part of Infrastructure Services. This will largely be based, overall on the reduction of staffing levels. This would vary in terms of vacancy management, natural wastage, team mergers and reduction in line with workload levels and fee income levels.
Author(s) & Title(s)	Robert Gray - Head of Planning and Building Standards

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Aberdeenshire Equality Impact Assessment Guidance/policy
Internal consultation with staff and other services affected.	N/A
External consultation (partner organisations, community groups, and councils.	N/A

External data (census, available statistics).	Data/statistics on volume of work/workloads
Other (general information as appropriate).	N/A

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: N/A	Timescale: 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)
<p>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.</p>		<p>Gender - Male/Female</p> <p>Although negative impact could be on both male and female gender, given the current make-up of the Council's gender population (being a higher proportion of females) and the posts being considered traditionally being held by females it is likely that most impact would be on the female protected group.</p>

**Stage 7: Have any of the affected groups been consulted?**

<p>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?</p>	<p>No not at this present time. Consideration will be given to mitigating steps at the appropriate time.</p>
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**Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?**

These	Mitigating Steps –	Timescale
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should be included in any action plan at the back of this form.	<p>Reviewing work practices would be considered to enable the continuation of provision and delivery of services, in light of reduction in staffing levels.</p> <p>Adherence to HR policies and consideration be given to upskilling/redeployment for relevant staff.</p>	<p>There is ongoing work to identify timescales for the proposed reduction in staff levels. These are proposed over a number of years.</p>

Stage 9: What steps can be taken to promote good relations between various groups?	
<p>These should be included in the action plan.</p>	<p>Staff Consultation exercise would be required to be carried out  HR Policies would be utilised  Trade Unions would be consulted  Consistent and continuous communication between staff and management</p> <p>Delivery of Service  Continue existing forms of communication/customer surveys/web based communication.</p>

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

Review of work practice may present opportunities for staff to take on different and varying roles, work more flexible hours/part time work and thus may create opportunities for the male/female protected groups, with an emphasis on the female protected group.

Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).

Equality monitoring already exists in all elements of work. Improved and greater levels of monitoring may be required.  
  
Staff surveys and customer surveys should be considered.

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.
	<p>The proposed Budget savings put forward solely relate to reduction in staffing in all areas of Planning &amp; Building Standards and no cuts to specific services being provided are being proposed. Negative impacts have been identified, largely on gender protected characteristics and to a greater degree on females. Although reduction in staff may impact on service provision in terms of delivery and performance, the relevant work will still be done, although delivery may differ in terms of timescales if less staff are carrying out the same work.</p> <p>Adherence to HR policies and consideration be given to upskilling/redeployment for relevant staff.</p>	
	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.

Negative impact has been identified, despite this the service delivered is statutory and thus notwithstanding budget savings the statutory service will continue to be delivered.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	<b>Infrastructure Service - Planning &amp; Building Standards</b>	
	2) Title of Policy/Activity	Planning & Building Standards	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <b>Robert Gray</b> Position: <b>Head of Planning &amp; Building Standards</b> Date: <b>25/08/2015</b> 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: Stephen Archer Position: Director of Infrastructure Services Date: 25/08/2015	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:
(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
<b>8:</b> Reviewing work practices/work with Improvement Service on-going.	2015	2016	Robert Gray	Identification of staff resources and areas where new/condensed working practices may have to be considered.	Staff time
<b>9:</b> Review outcomes of review work;  Staff Consultation exercise;  Staff communication through consultation and existing methods.  Continue current methods of communication through surveys and web based communications.	2016	2017	Robert Gray	Implementation identified changes to work practices. Identification of where upskilling and re deployment will be appropriate.	Staff time

