



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	Property & Facilities Management
Title of the activity etc.	Property and Facilities Management (Property Assets & Facilities Management)
Aims Of The Activity	<p>Please note this EIA deals with the implications of changes arising from budget savings proposals.</p> <p>A number of budget related proposals have been made involving the use of assets including a Headquarters relocation and it is recognised that this can have an impact on the quality of service delivery.</p> <p>The reduction in the budget for building cleaning is through improved efficiencies following targeted investment. The Service is part way through innovating its approach to building cleaning through the use of mechanisation and agreed work re-measurement and quality expectations. There will be minimal to very limited impact, if any, on any category of service or user with protected status from this activity.</p>
Aims of the activity Continued	<p>The impact of proposals on staff will be further limited by the desire to offer appropriate equivalent valued work within the Service. The Service expects from the sufficiently high turnover of staff in the Cleaning Service to allow appropriate offers to be made to staff directly affected.</p>
Author(s) & Title(s)	Allan Whyte Head of Property and Facilities Management

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	None

<p>Internal consultation with staff and other services affected.</p>	<p>Proposed changes to Budget are reported through the Strategic Leadership Team before going to Policy and Resources for Committee.</p> <p>Staff will be widely consulted in advance of both the Headquarters related proposals and changes in work practices etc arising from the building cleaning efficiencies proposed</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>There will be consultation with Partner organisations with relation to the Headquarters proposals.</p>
<p>External data (census, available statistics).</p>	<p>None</p>
<p>Other (general information as appropriate).</p>	<p>None</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	The opportunity to increase mechanisation in relation to some sites will be more limited by nature of the layout of the building. The machines are generally lightweight and capable of being operated by colleagues with reasonable mobility. Deployment will be determined by the opportunity available in each building and the capability of the staff available.

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:
	Review of sites and training needs analysis	Completed by April '16
	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, but limited		
Age – Older		Yes, but very limited		
Disability		Yes, but very limited		
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	
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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>Younger - In the event of quality standards being agreed to be reduced there may be a very limited impact on the overall cleanliness of facilities, particularly in schools. This will not impact on health & safety standards since the quality level will continue to exceed the minimum requirement.</p>
		<p>Older - In the event of quality standards being agreed to be reduced there may be a very limited impact on the overall cleanliness of facilities, particularly in schools. This will not impact on health & safety standards since the quality level will continue to exceed the minimum requirement.</p>
		<p>Disability - In the event of quality standards being agreed to be reduced there may be a very limited impact on the overall cleanliness of facilities, particularly in schools. This will not impact on health & safety standards since the quality level will continue to exceed the minimum requirement.</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>For Office or accommodation related proposals – Not yet. The proposals are too far off to allow meaningful discussions at this time but there will be consultation with staff, Trade Unions and Community Groups as appropriate.</p> <p>For Building Cleaning – staff, client services and Trade Unions have been briefed and consulted with in advance of any mechanisation being introduced. There have been no discussions on quality standards yet.</p>
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	<p>Already discussed above.</p>	
	<p>N/A</p>	
	<p>N/A</p>	
	<p>N/A</p>	
	<p>N/A</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>Consultation and communication have been an important step in the process.</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

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

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	<p>Any monitoring will be done by the service/Lead Officer responsible for the project.</p>
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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.
	The negative impacts identified are slight and remain notional at this time. In the event of the quality standard of building cleaning being reduced the implications will be fully identified, discussed directly with those affected and agreed.	
	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.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	P&FM	
	2) Title of Policy/Activity	Property and Facilities Management	
	3) Authors: I have completed the equality impact	Name: Tom Buchan Position: Facilities Manager Date: 29 August 2016 Signature:	Name: Position: Date: Signature:

assessment for this policy/ activity.	Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Date:	
5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Property and Facilities Management Date: 29 August 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:

