



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Animal Health & Welfare
Title of the activity etc.	Animal Health & Welfare Budget
Aims of the activity	Enforce legislation regarding the protection of the health and welfare of farmed animals, to ensure the integrity of the food chain and enforce related legislation in respect of welfare and animal identification.
Author(s) & Title(s)	<p>██████████ – Environmental Health Manager</p> <p>██████████ – Team Manager(Food and Animal Health and Welfare)</p> <p>██████████ – Senior Animal Health and Welfare Inspector</p>

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Feedback from customers via the feedback team or direct comment.
Internal consultation with staff and other services affected.	Team Meetings (2 monthly) Management Group Meetings (5 per annum)
External consultation (partner organisations, community groups, and councils).	Framework Agreement Scottish Animal Health & Welfare Panel Animal Health & Welfare Liaison Group
External data (census, available statistics).	N/A

Other (general information as appropriate).	N/A
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	YES – The Environmental Health customer survey does not yet cover animal health and welfare issues.

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:
	Customer Satisfaction Survey	2014/2015

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			✓	
Age – Older			✓	
Disability			✓	
Race – (includes Gypsy Travellers)			✓	
Religion or Belief			✓	
Gender – male/female			✓	
Pregnancy and maternity			✓	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			✓	

Gender reassignment – (includes Transgender)			✓	
Marriage and Civil Partnership			✓	

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?	<p>No The service relates primarily to the health and welfare of animals and enforcement of legislation is the same for everyone.</p>
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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	

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.	N/A
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The Service is primarily concerned with maintaining the health and welfare of livestock, and enforcement of animal health legislation.

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 Survey as part of a customer survey questionnaire which will commence in 2014/15.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The Service is primarily concerned with maintaining the health and welfare of livestock, and enforcement of animal health legislation and does not have a negative impact on any of the protected groups.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	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	Infrastructure Services Animal Health & Welfare		
	2) Title of Policy/Activity	(if appropriate)		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Position: EH Manager	Date:
		Signature:		
		Name: <input type="text"/>	Position: Team Manager	Date:
		Signature:		
	4) Consultation with Service Manager	Name:	Date:	
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Position: Head of PS&WM	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@abdshire			Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

