



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	Property and Facilities Management
Title of the activity etc.	Facilities, Building Cleaning and Public Conveniences Budget
Aims of the activity	Provision of cleaning services in Council buildings – particularly schools – and the cleaning, attendance and management of the Council’s public toilets.
Author(s) & Title(s)	 Building and Facilities Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Customer compliments and complaints.
Internal consultation with staff and other services affected.	Yes.
External consultation (partner organisations, community groups, and councils).	Benchmarking with other UK authorities via APSE.
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?	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:
	N/A	N/A
	N/A	N/A
	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.	Cleaning ensures good quality of environment in schools.	N/A
	Cleaning ensures good quality of environment in sheltered housing.	N/A
	N/A	Failure to open public toilets could have a differential effect on the disabled.
	N/A	Failure to open public toilets could have a differential effect on men and women.
	N/A	N/A
	N/A	N/A

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
	Ensure that the staff complement is sufficient – and that there is sufficient relief cover – to allow all toilets to be cleaned and, where appropriate, attended and open to the public at stated times.	31 March 2014
	N/A	N/A
	N/A	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.	By providing public toilets in settlements throughout Aberdeenshire we ensure that these facilities are available to people of both sexes and, where reasonably practicable, to the disabled as well as the able-bodied.

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

By providing public toilets in settlements throughout Aberdeenshire we ensure that these facilities are available to people of both sexes and, where reasonably practicable, to the disabled as well as the able-bodied.

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

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

None.

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.
		By providing public toilets in settlements throughout Aberdeenshire we ensure that these facilities are available to people of both sexes and, where reasonably practicable, to the disabled as well as the able-bodied.
	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.

By providing public toilets in settlements throughout Aberdeenshire we ensure that these facilities are available to people of both sexes and, where reasonably practicable, to the disabled as well as the able-bodied.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure Services – Facilities Management (including Building Cleaning and Public Toilets)	
	2) Title of Policy/Activity	Revenue Budget	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Building & Fac Man Date: 29 November 2013 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name: <input type="text"/>	Name:
		Date: 29 November 2013	Date:
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:
Position: Head of Prop & FM Date: 3 December 2013		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:		
(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 that the staff complement is sufficient – and that there is sufficient relief cover – to allow all toilets to be cleaned and, where appropriate, attended and open to the public at stated times.	6 January 2014	31 March 2014		Successful recruitment and retention of staff.	None – Cleaning income budget includes for sufficient staff.