

## EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Corporate Services
Section	Human Resources & Organisational Development (HR & OD)
Title of the activity etc.	HR & OD Budget
Aims of the activity	<p>HR &amp; OD aims to provide the best advice to serve and protect the organisation, ensure employees are paid and their terms and conditions honoured, support organisational and service development promote equality of opportunity in all areas of employment, develop employees and ensure their health and wellbeing.</p> <p>This EIA concerns the HR &amp; OD budget within Corporate Services. The budget funds the delivery of HR &amp; OD services to internal and external customers.</p>
Author(s) & Title(s)	<span style="background-color: #cccccc; display: inline-block; width: 100px; height: 15px;"></span> HR Strategy Manager

Stage 2: List the evidence that has been used in this assessment.	
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Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Feedback from customer satisfaction surveys, the employee survey, Health at Work survey and equality monitoring data supports the continued investment in and further development of HR & OD services to support the organisation and its employees. This information is collected and analysed by the HR & OD Equalities Group..
Internal consultation with staff and other services affected.	Feedback from Chief Officers satisfaction survey, employee consultation on organisational change and terms and conditions, trade union liaison and Joint Consultative Committees. Management Team and service management teams supports the ongoing provision and development of HR & OD services.
External consultation (partner organisations, community groups, and councils).	Most of the work undertaken by HR & OD is for internal services however consultation is required when working with external partners on joint/jointly funded projects e.g. NHS for Health & Social Care integration.

<p>External data (census, available statistics).</p>	<p>Applicant satisfaction levels are measured in terms of the applicant experience in recruitment. Chartered Institute of Public Finance and Accountancy (CIPFA) benchmarking information is used to measure HR &amp; OD performance against many other Councils and information is provided by Scottish Government in terms of national performance indicators.</p> <p>Audit Scotland has undertaken recent audits which included Aberdeenshire Council around workforce planning and management.</p>
<p>Other (general information as appropriate).</p>	<p>HR &amp; OD has a Business Plan which outlines the vision, aims, objectives and achievements. The HR &amp; OD budget provides the financial support to allow realisation of the contents of the Business Plan.</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	It is recognised that more robust information in relation to learning and development of the workforce is required in terms of the Equality Act and steps are being taken to address this.

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:
	Learning & Development will work with the Employee Relationship Management (ERM) team to find the best way of capturing and recording information in relation to learners across the Council	2013/2014

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	
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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)
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.	Positive impact for younger people arising from increased Modern Apprenticeship opportunities and those children under our Corporate Parenting role	
	Work to close the gender pay gap between male and female employees.	
	Work with Stonewall to improve workplace experiences for LGBT employees.	

**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 step?	All employees consulted recently in terms of pay and conditions. Communication with children under Corporate Parenting responsibility i.e. those children being cared for in Children’s homes in conjunction with H & SW service
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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
	None identified	

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

These should be included in the action plan.

Ongoing consultation with trade unions and employees regarding all workplace activity and change will help to promote good relations across the Council.

An example of this was undertaking consultation with all employees and trade unions in terms of proposed changes o pay and grading and taking on board comments and suggestions for amendments where thes could be accommodated.

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

The budget supports HR & OD in the provision of services which are equally accessible by all employees including health, safety and welfare, learning & development, fair and equitable pay and conditions and employee benefits.

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

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

The HR & OD budget provides the service with the opportunity to ensure that all employees are treated equally and fairly in terms of the provisions of its services and in ensuring equality for all employees in the workplace. The Employee survey results will indicate if employees feel that they are being treated fairly and equitably in the workplace.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Given that one of the main aims of the HR & OD service is to aid the equality of opportunity for all employees in the workplace it is not considered that allocation of the HR & OD budget will impact negatively on any protected characteristic group.	
	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.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Human Resources and Organisational Development	
	2) Title of Policy/Activity	HR & OD Budget (if appropriate)	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: HR Strategy Manager Date: 21/11/13 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name: Head of HR & OD Date: 21/11/13	Name: Position: Date: Signature:
		Name: <input type="text"/> Position: Director of Corporate Services Date:	Name: Position: Date:
	5) Authorisation by Director or Head of Service		
	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:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Completion of Business Plan outlining service vision, aims, objectives and achievements	Sep 2013	Nov 2013		All activities and targets for 2013 – 2016 will be documented and agreed	
Learning & Development will work with the ERM team to find the best way of capturing and recording information in relation to learners across the Council	Nov 2013	Oct 2014		Learning & development data for all employees will be captured and recorded	