



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	Information Communications Technology
Title of the activity etc.	Information Management Programme (Info Smart) Budget
Aims of the activity	<p>This assessment concerns the Information Management Programme within ICT, and working through the Business Transformation Programme Board.</p> <p>The Programme will make recommendations on Information Management and Governance that will improve the access to, and the confidence in, the information held by Aberdeenshire Council. This will ensure that both staff and customers will have quick and easy access to the most up to date information and that the Council complies with legislation.</p> <p>The Programme will do this by making the following recommendations on:</p> <ul style="list-style-type: none"> • A revised Information Management Policy • A revised Information Management Strategy • A new Information Governance Structure • A New Data Architecture and Information Structure • The development, in line with National initiatives, of the Unique Citizen Reference Number (UCRN). • The development of a Records Management Plan as required by the Public Records (Scotland) Act 2011 <p>The Programme has six full time staff, which have been budgeted for, and there are no plans to increase this over the next financial year.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 15px; display: inline-block;"></div> Information Management Programme Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Not Applicable

<p>Internal consultation with staff and other services affected.</p>	<p>Consultation with members of the Services who regularly create or utilise information as part of their job. This has informed the Programme of the current processes for the creation, storage and utilisation of information and the in place Governance of this information.</p> <p>Consultation with the Records Management group on the in place retention policies and their application, and on the use of Information sharing Protocols.</p> <p>Also, consultation has taken place between the Programme and ICT Project Leads and the other Business Transformation projects to identify any conflicts or interdependencies.</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Consultation has taken place with the following external Councils and bodies:</p> <ul style="list-style-type: none"> • West Lothian Council on the development of the Records Management Plan • North Lanarkshire Council on the development of the Unique Citizen Reference Number • Improvement Service for the correction of personal details held within Business Systems • National Records (NHS) again for the correction of personal information held on Business Systems
<p>External data (census, available statistics).</p>	<p>Not Applicable</p>
<p>Other (general information as appropriate).</p>	<p>Attending several seminars held by the Keeper of the Records of Scotland on the development of the Records Management Plan.</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	One Service of the Council still to be engaged with and the Records Management Group has still to identify certain documents for the RMP

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:
	Final engagement with the Services to be completed	January 2014
	Final documents for the RMP to be sourced through the Records Management group	January 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.		

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?	Not Applicable
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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.

Not applicable

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

The Programme will only be making recommendations to the Council for the improvement of Information management. Two of these recommendations, the development of the Unique Citizen Reference Number and a new Data Architecture structure will speed up and improve customer access and enable other projects, such as Improving the Customer Experience, to improve on line access to Council Services.

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

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

Monitoring will be carried out via the Improving Customer Experience satisfaction surveys.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	No negative impacts identified	
	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.

Not applicable

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate Services, ICT, Information Management Programme.	
	2) Title of Policy/Activity	Information Management Programme	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Information Management Programme Manager	Position:
		Date: 05 December 2013	Date:
		Signature:	Signature:
		Name:	Name:
		Position:	Position:
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name: <input type="text"/>	Head of ICT	
	Date:		
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Director of Corporate Services	Position:	
	Date:	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
Complete Service Liaison	On Going	January 2014		Finalise Recommendations	Nil
RMP Completed	On Going	January 2014		Completed RMP	Nil
Final Recommendations submitted	On Going	March 2014		Report to the BTPB and SMT	Nil