

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	Legal & Governance
Title of the activity etc.	Joint Boards
Aims of the activity	<p>This EIA concerns the Joint Boards budget. The budget formerly included requisitions to the Fire & Rescue and Police Joint Boards but since the reform of Police & Fire in April 2013, these are no longer funded by the Local Authority. One remaining Joint Board persists – the Joint Valuation Board.</p> <p>The Joint Valuation Board is funded by three constituent authorities, Aberdeenshire Council, Aberdeen City Council and The Moray Council. The Moray Council carries out all administrative support on behalf of the three authorities.</p> <p>A contribution to the running of the Valuation functions is made from this budget each year according to what is agreed by the Joint Board as its running costs divided accordingly between the three constituent authorities.</p> <p>Any Equalities Impact of the setting of this budget implicated from the decisions of the Joint Board as to how to fulfil its statutory functions to provided valuation services are outwith the scope of this exercise and cannot be recorded here.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 20px; display: inline-block;"></div> Head of Legal & Governance

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	

Internal consultation with staff and other services affected.	
External consultation (partner organisations, community groups, and councils).	
External data (census, available statistics).	
Other (general information as appropriate).	

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	

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:

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.		

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

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

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

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Not known, outwith the scope of the Aberdeenshire Council's remit.	
	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	Corporate Services, Legal & Governance	
	2) Title of Policy/Activity	Joint Boards	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Legal & Governance Date: 22/11/13 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name:	Name:
		Date:	Date:
	5) Authorisation by Director or Head of Service	Name: <input type="text"/> Position: Director of Corporate Services Date: 25/11/13	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:	
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
Further general budget information from communities via engagement events held by local Area Managers	Oct 2013	Nov 2013	[Redacted]	Further details about local priorities to feed into the budget setting process.	Officer support developing briefing pack and analysing and reporting results.
Youth engagement	Oct 2013	Nov 2013	[Redacted]	Further details about local priorities to feed into the budget setting process.	Officer support developing briefing pack and analysing and reporting results.
Communication Plans 2014/2015 ensuring services include the comms plans for their projects within the project EIA.	Oct 2013	ongoing	[Redacted]	That the work of the comms team supporting projects and services is captured with EIAs	Communication team members to ensure that their plans are captured as part of the project EIA process.