

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	Performance and Improvement (Corporate Equalities Team)
Title of the activity etc.	Equality Mainstreaming & Outcomes
Aims of the activity	<p>The Equalities Mainstreaming report and Outcomes offers the Council, Education Authority and the three Aberdeenshire Licensing Boards an opportunity to present an overview of its work on equality which is focused on reducing significant inequalities, how we comply with the law, and to demonstrate accountability and transparency to our service users, our staff and other stakeholder.</p> <p>The Mainstreaming report and Equality Outcomes are also legal requirements under The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, that must be published no later than 30 April 2013.</p>
Author(s) & Title(s)	Donna Redford Improvement Manager Emma Grant Equalities Officer Caroline Tough Project officer (Equalities)
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<p><i>Equality Mapping Exercise with Grampian Regional Equality Council (GREC)</i></p> <p>Aberdeenshire Council commissioned Grampian Regional Equality Council to prepare a report. This report was divided into two parts: a review of <i>internal</i> sources of information (e.g. service monitoring information, community engagement undertaken by the Council, staff surveys, etc.); and a review of <i>external</i> sources of information (e.g. relevant local, regional or national research, government and regulatory body statistics etc.).</p> <p><i>Statistical analysis of workforce and recruitment data</i></p> <p><i>Service monitoring data</i></p>
Internal consultation with staff and other services affected.	Every Service through the Corporate Equalities Group HR and OD’s Equalities Group HR and OD Services Licensing Boards Aberdeenshire Education Authority Elected members

<p>External consultation (partner organisations, community groups, and councils).</p>	<p>Equality Mapping Exercise with GREC</p> <p>Feedback from community groups and partners eg Stonewall</p> <p>The Ethnic Minority Forum, Aberdeen</p> <p>Joint engagement with Aberdeen City Council, Moray Council, Grampian Police, Grampian Fire Service, NHS and local colleges and universities.</p>
<p>External data (census, available statistics).</p>	<p>Equality and Human Rights Commission Triennial Review “How Fair is Britain” 2010</p> <p>Aberdeenshire Council’s Multi Equality Scheme 2010 - 2013</p> <p>2001 Census data</p> <p>2011 Census data – high level early release information</p> <p>Household Surveys</p> <p>Staff attended conferences run by the Equality and Human Rights Commission</p> <p>Staff attended meetings of the Scottish Councils’ Equality Network</p> <p>Scottish Government Equality and Diversity website</p> <p>Equality and Human Rights Commission website</p>
<p>Other (general information as appropriate).</p>	<p>The Council’s strategic plan</p> <p>Single Outcome Agreement</p>

Stage 3: Evidence Gaps.	
<p>Are there any gaps in the information you currently hold?</p>	<p>There is a lack of information regarding some protected characteristics for example Gender – Reassignment, Sexual orientation (internal and external),</p> <p>Gaps in Equality Monitoring within the Council.</p>

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:
	Enhance data capture. - seek to encourage staff to provide further information.	Approx 2014
	New ERM system – more ownership by employees to update data	ongoing
	Organise events to increase awareness of protected characteristics both internally and externally	ongoing
	Continue to work with GREC, Stonewall and partner organisations Keep equalities data up to date both internal and external Continue the roll out of the Equalities Mainstreaming Project	ongoing

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.	The actions to integrate equalities across all structures within the Council, Education Authority and Licensing Boards will contribute to informing decisions and lead to an improvement in service provision.	
	Employees understanding of equality issues will increase which in turn will enhance our service delivery to residents.	

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?	GREC gathered evidence seeking feedback from the community. Stonewall have participated and provided comment

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts? N/A		
These should be included in any action plan at the back of this form.	Mitigating Steps	Timescale

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	Please refer to Appendix 1 of the Equalities Mainstreaming and Outcomes Report.


Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The Equality Mainstreaming & Outcomes Report 2013-17 sets out the Council's commitments to advancing equality of opportunity both as an employer and provider of community 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 systems eg Covalent, HGIO and other performance management systems will be utilised to monitor progress against the Outcomes set out in the Mainstreaming & Outcomes Report

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 aim of this report is to ensure the Council complies with the duties set out in the Equality Act 2010 – and whilst this will impact on all employees, Councillors and the community through improved and considered decision making.	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	N/A	
	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.
N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate Service, Corporate Equalities team	
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Donna Redford Position: Improvement Manager Date: 10/04/13 Signature:	Name: Caroline Tough Position: Project Officer (Equalities) Date: 10/04/13 Signature:
		Name: Emma Grant Position: Equalities Officer Date: 10/04/13 Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Mark E Baker, Performance & Improvement Manager Date: 11/04/13	
	5) Authorisation by Director or Head of Service	Name: Kate Bond Position: Head of Service Date: 16/04/13	Name:  Position: Head of CCI Date: 16/04/13
	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
Please refer to the Equality Outcomes in Appendix 1 of the Equalities Mainstreaming and Outcomes report					

