



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Education and Children’s Services
Section	Education and Children’s Services (Integrated Budget)
Title of the activity etc.	Payments to NHS Grampian for Child and Adolescent Mental Health Services
Aims of the activity	Provision of CAMHS to children who are Looked After or “At Risk” of being Looked After
Author(s) & Title(s)	Head of Service.

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	NHS Data Sets; Local Authority Data Sets; Data gathered/commissioned for Kaizen in December 2015. Service user and professional views feedback gathered in course of the kaizen.
Internal consultation with staff and other services affected.	Multi-Agency consultation on re-design of commissioned/purchased service in context of the Kaizen.
External consultation (partner organisations, community groups, and councils).	As above
External data (census, available statistics).	As above
Other (general information as appropriate).	

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:

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.	All of those with protected characteristics will have equal access to the Modernised Service Provision Model that arose from the Kaizen.	

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?	Consultation has largely been indirect / by proxy through their Representatives, Advocates, Lead Professionals. National and Local data sets; Academic research, Professional expertise has also been accessed.

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

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	

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).	It is in Aberdeenshire policy and best practice to ensure that children and young people’s views are sought, listened to, acted upon appropriately and recorded. This is currently facilitated through the use of My Voice, Having your Say and Children’s Home Progress Questionnaires. There will also be a range of self evaluation and compliance exercises once the service is established.
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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 streamlined Service will provide a re-focussed service that is compliant with GIRFEC Principles and Best Value.		
	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.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team		
	2) Title of Policy/Activity		
	3) Authors: I/We have completed the equality impact assessment for this policy/ activity.	Name: Position: Head of Service Date: 26/1/16 Signature:	Name: Position: Date: Signature:

4) Consultation with Service Manager	Name: N/A Date:	
5) Authorisation by Director or Head of Service	Name: Position: Date:	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@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