



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure
Section	Trading Standards
Title of the activity etc.	Trading Standards Budget Savings
Aims of the activity	To find savings within the trading standards budget.
Author(s) & Title(s)	Trading Standards Manager.

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Financial data, Travel and subsistence data.
Internal consultation with staff and other services affected.	Consultation with Head of Service.
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.		Gender; The fact that the majority of clerical staff are believed to be female means the decision to reduce the hours of one of the clerical posts has a negative impact.

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 at present until the outcome of the budget negotiations are known.
--	--

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	<p>The reduction in hours has been proposed for year 18-19 so that if an opportunity to avoid compulsory reduction in hours arises in the meantime it will be taken.</p>	

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

<p>These should be included in the action plan.</p>	
---	--

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

<p>It fails to create any opportunities for advancing equality of opportunity.</p>
--

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

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	
--	--

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	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
Indirect negative impact on female workers. This cannot be fully mitigated but can be delayed so that alternatives may transpire.		

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

The activity needs to go ahead to contribute to the savings required by the Council to achieve a balanced budget.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Trading Standards	
	2) Title of Policy/Activity	Trading Standards Service (if appropriate)	
	3) Authors: I/We have completed the equality impact assessment	Name: Position: Trading Standards Manager Date: 22/12/15 Signature:	Name: Position: Date: Signature:

	for this policy/ activity.	Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: 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:

