

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Economic Development
Title of the activity etc.	Savings Delivery Plan 2015/16 – 2019/20
Aims of the activity	Identify savings options to allow service to operate with a reduced budget In summary these include reduction in Council presence at external events, withdrawing from services where there is an alternative service provider, reviewing delivery of specific services and identifying potential staffing reductions
Author(s) & Title(s)	Service Manager
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Customer surveys and feedback inform the shape and nature of the service
Internal consultation with staff and other services affected.	Proposals have been developed by ED Management Team in consultation with Team Leaders and with reference to the quantum of savings requested.
External consultation (partner organisations, community groups, and councils).	Once elections are made on savings, external consultations will take place – it is premature to undertake these at this stage.
External data (census, available statistics).	N/A

Other (general information as appropriate).	N/A
---	-----

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Not at this stage in the process

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:
	N/A	
	N/A	
	N/A	
	N/A	

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.		Any cuts to employability resources are likely to impact on young people
		Cuts to the Rural Partnership Fund may impact on older people

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?	No – as this EIA deal with proposals rather than agreed savings it is inappropriate to start consultations at this stage
--	--

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

These should be included in any action plan at the	Mitigating Steps	Timescale
	Any additional efficiency gains which could offset resource loss will be investigated	

back of this form.		

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

These should be included in the action plan.	Well timed and targeted communication exercise to explain what is proposed /agreed
--	--

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.
		The options being offered for consideration relate to expenditure on participating at events which have no direct impact on protected groups. Some services/staff under consideration provide services to the public at large with no specific implications for protected groups
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
		Two potential negative impacts have been identified with low impacts
	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.

Budget constraints

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Economic Development		
	2) Title of Policy/Activity	Savings Delivery Plan 2015/16- 2019/20		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Position: Manager Date: 10 December 2015 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date: 11 December 2015		
	5) Authorisation by Director or Head of Service	Name: Position: Head of Service Date: 11 December 2015	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:

DRAFT

--	--	--	--	--	--

DRAFT