

## EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Cross Cutting - Template 46
Section	Corporate across Aberdeenshire Council
Title of the activity etc.	Money In
Aims of the activity	Focus on Council’s ability to raise income from current services and new services. The main reasons for increase in income will be Councils cost of delivering service are not being covered, charge has not been reviewed for some time or the level of charge is inconsistent with other local authorities.
Author(s) & Title(s)	
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	N/A
Internal consultation with staff and other services affected.	Appropriate consultation will be undertaken where necessary and will be built into timetables as required.
External consultation (partner organisations, community groups, and councils).	Appropriate consultation will be undertaken where necessary and will be built into timetables as required.
External data (census, available statistics).	N/A

Other (general information as appropriate).	N/A
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	The impact of the increased fees will not be known until the changes are implemented. It is likely there may be an impact on levels of uptake.

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:
	Appropriate consultation with customers prior to implementing any changes to charges will be undertaken to forecast/gauge the potential impact of the changes.	On going

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.		Age, Disability and Gender – the increase in charges may affect the ability of these protected groups to continue or start to utilise any of the services affected by an increase in charges.

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?	The potential client groups will be consulted through the appropriate channels ahead of the introduction of any increase in charges. The Council's Corporate Communication team will be requested to assist in any consultation with customers.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
	Mitigating Steps	Timescale
These should be included in any action plan at the back of this form.	A number of areas where the charges may be increased will still attract benefit linked discounts. It is hoped that any increase in costs will not greatly affect uptake and that in percentage the terms the increases will still make the services provided by the Council affordable to the residents of Aberdeenshire. Any charge increases will be evidenced based and will be subject to an appropriate review period.	March 2017


Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	See stage 7.

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

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Equality considerations will form part of the review undertaken once the changes in charges are implemented. The appropriate level of review will be undertaken with residents.

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.
	It is hoped that any increase in costs will not greatly affect uptake and that in percentage the terms the increases will still make the services provided by the Council affordable to the residents of Aberdeenshire. Any charge increases will be evidenced based and will be subject to an appropriate review period.

	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.

The various services provided by Aberdeenshire Council will still be provided to the residents of Aberdeenshire at a level comparable with other local authorities in Scotland.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate across Aberdeenshire Council		
	2) Title of Policy/Activity	Money In		
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Position: Head of Finance Date: 27/01/2016 Signature:	Name: Position: Date: Signature:	
		Name: Position: Principal Accountant Date: 27/01/2016 Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Position: Head of Finance Date: 27/01/2016	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:



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