



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
Section	
Title of the activity etc.	Review of Administration XC 48(a)
Aims of the activity	To transform and streamline administrative support across all Services through efficiency savings as a result of the impact of the following projects – (1) introduction of new ERM system (2) Payment to Suppliers (centralisation and new technologies in relation to invoicing process (3) Review of Corporate Business Systems (4) Health & Social Care Integration (5) Office Rationalisation (6) Process Improvement (7) any implemented alternative service delivery models.
Author(s) & Title(s)	HR Team Leader

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The number and gender composition of those employees who may be included within the review has not been identified.
Internal consultation with staff and other services affected.	This review has not yet commenced therefore no internal consultation with staff or services affected has taken place.
External consultation (partner organisations, community groups, and councils).	See above.

External data (census, available statistics).	Benchmarking data has been acquired from a number of other councils in relation to their administrative structures.
Other (general information as appropriate).	N/a.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Yes the data will require to be gathered and analysed once the scope of the review is agreed upon.

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:
	Relevant HR/Payroll system data will be subject to verification.	TBC
	A Project Manager will be identified to undertake a scoping exercise to determine the posts and tasks that will be included in the review.	TBC

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.	N/a	N/a
	N/a	N/a
	N/a	N/a
	N/a	N/a
	N/a	N/a
	N/a	N/a

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?	As review has not yet commenced, no consultations have been undertaken.
--	---

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
	N/a	
	N/a	
	N/a	
	N/a	
	N/a	

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

These should be included in the action plan.

N/a

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

Not known at this stage.

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

These should be included in any action plan (for example customer satisfaction questionnaires).

The impact of any changes arising from the review, including on equality, will be monitored via employee surveys and regular analysis.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	It is considered that the review will not have a direct impact on the equalities of the staff involved. Processes will be put in place to mitigate any compulsory redundancies in accordance with the relevant HR policies and procedures and in accordance with employment legislation.	
	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.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Cross-cutting	
	2) Title of Policy/Activity	Review of Administration	
	3) Authors: I/We have completed the equality impact assessment for this policy/ activity.	Name: Position: HR Team Leader Date: 15.12.2015 Signature:	Name: Position: Date: Signature:
		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: Head of HR&OD 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:

