

## EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Property & Facilities Management
Title of the activity etc.	Budget Developments –T43
Aims Of The Activity	<p>Please note this EIA deals with the implications of changes arising from budget savings proposals.</p> <p>A number of budget related proposals have been made involving the use of assets including a Headquarters relocation and it is recognised that this can have an impact on good service delivery.</p> <p>The reduction in the budget for building cleaning is through targeted investment to improve efficiencies. The Service is part way through innovating its approach to building cleaning through the use of mechanisation and agreed work re-measurement and quality expectations. There will be very limited impact, if any, on any category of service or user with protected status from this activity.</p>
Aims of the activity Continued	<p>The impact of proposals on staff will be further limited by the desire to offer appropriate equivalent valued work within the Service. The Service expects from the sufficiently high turnover of staff in the Cleaning Service to allow appropriate offers to be made to staff directly affected.</p>
Author(s) & Title(s)	Head of Property and Facilities Management

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	None

Internal consultation with staff and other services affected.	Proposed changes to Budget are reported through the Strategic Leadership Team before going to Policy and Resources for Committee.  Staff will be widely consulted on the Headquarters proposals.
External consultation (partner organisations, community groups, and councils).	There will be consultation with Partner organisations with relation to the Headquarters proposals.
External data (census, available statistics).	None
Other (general information as appropriate).	None

### Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	
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### 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	



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, but there will be consultation with Community Groups as appropriate.

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
	Already discussed above.	
	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?

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

Any monitoring will be done by the service/Lead Officer responsible for the project.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	N/A	
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen
	N/A	

* 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		
	2) Title of Policy/Activity		
	3) <b>Authors:</b> I have completed the equality impact	Name: Position: Facilities Manager Date: 16 December 2015 Signature:	Name: Position: Date: Signature:

	assessment 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: Head of Property and Facilities Management Date: 16 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: N/A
	7) EIA author sends a copy of the finalised form to: eia@abdnshire		Date: N/A
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

