



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	Human Resources & Organisational Development
Title of the activity etc.	Human Resources & Organisational Development
Aims of the activity	The aim of this activity through the ERM Project is to transform how the service is delivered by HR&OD to ensure better outcomes, improve efficiency and generate savings.
Author(s) & Title(s)	Margaret Connon, HR Manager

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 impacted by this transformation will be analysed.
Internal consultation with staff and other services affected.	Internal consultation as per the appropriate HR Policies and employment legislation will be undertaken as necessary. At this point it is not known what posts will be affected.
External consultation (partner organisations, community groups, and councils).	No external consultation has taken place.
External data (census, available statistics).	

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

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	There are no gaps in the information we 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:
		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	There may be an impact on several protected characteristics in relation to the reduction of posts. These are unknown at this time.
	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?	No consultation has taken place to date, but appropriate consultation in accordance with HR Policy and employment legislation will take place as appropriate.

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.	Mitigating steps have been taken over a number of years to reduce the impact caused by the potential reduction of posts. Vacancies are monitored and where appropriate employment has been on a fixed term basis only. The relevant HR policies will also be followed to mitigate any compulsory redundancies e.g. redeployment procedure.	Ongoing
	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.	All communication agreed by Management will follow good practice and following agreed procedures. This will be undertaken both individually and in groups with appropriate Trade Union involvement.

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).	The impact of any changes arising from this transformation 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.

	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
	An impact assessment will be undertaken on any proposed post deletions or amendments that may arise as part of this transformation project.	
	3	* 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.

Despite the potential negative impact (which every step will be taken to mitigate) this activity must go ahead in order to improve the efficiency and effectiveness of the support service provided and to generate savings.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Business Services, HR&OD	
	2) Title of Policy/Activity	Human Resources & Organisational Development	
	3) Authors: I/We have completed the equality impact	Name: Margaret Connon Position: HR Manager Date: 13.01.2017 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: Laura Simpson Position: Head of HR&OD Date: 13.01.2017	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:

