



EQUALITY IMPACT ASSESSMENT

| Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions). | |
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| Service | Business Services |
| Section | Area Budgets |
| Title of the activity etc. | Area Managers |
| Aims of the activity | <p>Contribute £34K towards Council savings:</p> <ul style="list-style-type: none"> • vacancy management and efficiency - £7K per annum; • reduce Area Committee budget by £4,500 per Area Committee producing a saving of £27,000 per annum. |
| Author(s) & Title(s) | Douglas Milne, Garioch Area Manager |

| Stage 2: List the evidence that has been used in this assessment. | |
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| Internal data (customer satisfaction surveys; equality monitoring data; customer complaints). | Budget discussions and plans. |
| Internal consultation with staff and other services affected. | Further discussion in Service Management Teams and Area office teams. |
| External consultation (partner organisations, community groups, and councils). | N/A |
| External data (census, available statistics). | N/A |

Other (general information as appropriate).

Budget monitoring papers.

| Stage 3: Evidence Gaps. | |
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| Are there any gaps in the information you currently hold? | No |

| Stage 4: Measures to fill the evidence gaps. | | |
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| 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: |
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| 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 | | | | Y |
| Age – Older | | | | Y |
| Disability | | | | Y |
| Race – (includes Gypsy Travellers) | | | | Y |
| Religion or Belief | | | | Y |
| Gender – male/female | | | | Y |
| Pregnancy and maternity | | | | Y |
| Sexual orientation – (includes Lesbian/ Gay/Bisexual) | | | | Y |
| Gender reassignment – (includes Transgender) | | | | Y |
| Marriage and Civil Partnership | | | | Y |

| 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. | | |
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| Stage 7: Have any of the affected groups been consulted? | |
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| 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? | N/A |

| Stage 8: What mitigating steps will be taken to remove or reduce negative impacts? | | |
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| These should be included in any action plan at the back of this form. | Mitigating Steps | Timescale |
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| Stage 9: What steps can be taken to promote good relations between various groups? | |
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| These should be included in the action plan. | The Area Budget is often used to support groups or projects that aim to promote equality or address inequality, for example in setting up a Men's Shed, or helping a charity to purchase equipment. In this way the Area Budget can be used to promote good relations between those with protected characteristics. |

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

As for Stage 9. Area Budget creates some opportunities to advance equality of opportunity. However, as the funds are allocated by Area Committee in response to applications from community groups and others, it is not possible to be specific about any impact, positive or negative. These will be identified through an EIA with the committee report into to any application made. It is highly likely that as a result of allocations of Area Budget funding there will be either no impact, or a positive impact, on those with protected characteristics.

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?

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| Please complete the appropriate box/boxes | 1 | No negative impacts have been identified –please explain. |
| | At this stage any impact is unknown – individual applications may have potentially positive impacts but are highly unlikely to have negative impacts. In any case, the proposed reduction to the Area Committee Budget for each Area is relatively small, and other funds may be available to support groups. In terms of the vacancy management, no individual is affected by this saving – the saving comes from vacant posts. | |
| | 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.

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| Sign off and authorisation. | 1) Service and Team | Business Services | | |
| | 2) Title of Policy/Activity | Area Managers | | |
| | 3) Authors: I/We have completed the equality impact assessment for this policy/activity. | Name: Douglas Milne Position: Garioch Area Manager Date: 26/01/17 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: Ritchie Johnson Position: Director (Business Services) 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: | |

