Aberdeenshire COUNCIL

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	ICT
Title of the activity etc.	Information and Communications Technology
Aims of the activity	To reduce services and staffing to support the reduction in budgets. Savings will be realised incrementally between 2016/17 and 2019/20
Author(s) & Title(s)	Joanna Shirriffs, ICT Service Development Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Budget Savings proposal
Internal consultation with staff and other services affected.	It is assumed that discussions around possible savings have taken place at Head of Service Management team level only at this stage. Internal consultation with staff and other services affected will be undertaken as the proposals are further developed
External consultation (partner organisations, community groups, and councils.	N/A
External data (census, available statistics).	N/A

Other (general information as appropriate).	N/A

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	The template includes savings associated with home working, which have been used to assess impact on Aberdeenshire council staff with protected characteristics. The information relating to reducing headcount within ICT is at a high level at this stage, therefore any possible impact on protected groups is hard to establish. Any potential impacts are likely to be around reductions in support for front-line services, which could impact on service users with protected characteristics.

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:
	Detailed proposals for reducing headcount within ICT to be assessed in terms of impact on front-line service delivery/equalities	2017-2019

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.	Disability – Increasing home working opportunities. Reducing travel requirement for staff working with disabilities.	
	Gender – Increasing home working opportunities. Reducing travel requirements and improving work/life balance for those with caring responsibilities.	
	Pregnancy – Increasing home working opportunities. Reducing travel requirement for those working whilst pregnant	
	Maternity – Increasing home working opportunities. Reducing travel requirements, making it easier mothers to return to work and improving work/life balance for those with caring responsibilities.	

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 will be undertaken as proposals are further developed.

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	

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?
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).	

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	The budget savings proposals will have various impacts for Aberdeenshire staff, including reductions in ICT posts.The potential impact for all protected groups (staff and service users) will be further assessed as the proposals are further developed. The template includes the removal of the Archivist service from the ICT budget. There is no change in the delivery of the Archivist Service but full budget responsibility will move to Education & Children's Services during 2017/18.	
	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.
N/A

Stage 14: Sign off and authorisation.			
Sign off and authorisation	1)	Service and Team	Business Services, ICT
	2)	Title of Policy/Activity	Information and Communications Technology

3) **Authors:** I/We have completed the equality impact assessment for this policy/ activity.	Name: Joanna Shirriffs Position: ICT Service Development Manager Date: 17/01/2017 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: Nicola Graham Position: Head of ICT Date: 18/01/2017 Signature:	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:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Detailed proposals for reducing headcount within specific (Business Services) service areas to be assessed in terms of impact on front-line service delivery/impact on service users with protected characteristics.	2017	2019	Business Service Director	Completed EIAs for detailed proposals	ICT will be required to assess the impact of their proposals.