



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	Information & Communications Technologies (ICT)
Title of the activity etc.	Better use of Systems and Technology
Aims of the activity	<p>To identify where the Council can use some of its existing and planned technology changes to improve efficiency and reduce costs. Savings have been identified in five key areas:</p> <ul style="list-style-type: none"> • The use of Skype for Business technology allowing the removal of traditional telephone systems and phone lines. • The replacement of blackberry devices with smartphones and overall fewer council-owned mobile devices. • Consolidation of business systems and renegotiation of existing contracts with suppliers through the business system review process. • Reviewing spend on technology and staff based in the Services outwith central ICT. • Using technology (SharePoint) to support online collaboration across the Council. <p>The savings will be realised incrementally between 2016 and 2020.</p>
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).	<p>Business Cases/Project documentation for relevant ICT projects (Unified Communications, User Segmentation, and Information Management).</p> <p>Business Case for corporate Information, Data and Technology Review Policy & Resources (P&R) Committee and Digital Aberdeenshire Group papers relating to the Business System Review</p>

Internal consultation with staff and other services affected.	The savings that can be achieved through Unified Communications and User Segmentation have been communicated across all levels of the organisation (including Digital Aberdeenshire Group and P&R Committee). The savings that have been allocated to the corporate Information, Data and Technology Review (reviewing spend on technology and staff based in services outwith ICT) have been shared with Digital Aberdeenshire Group and the corporate review team. The savings that are to be made from consolidating business systems and reviewing contracts have been communicated at management level/the business system owners.
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?	Any staff reductions as an outcome of the corporate Information, Data and Technology Review are still to be identified. The review is expected to conclude in April 2017, and detailed proposals will be available for assessment at that time.
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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:
	Restructuring proposals as an outcome of the corporate Information, Data and Technology Review to be assessed in terms of impact on front-line service delivery/equalities.	May 2017

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.		

Stage 7: Have any of the affected groups been consulted?

<p>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?</p>	<p>No – not at this stage</p>
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Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?

	Mitigating Steps	Timescale
<p>These should be included in any action plan at the back of this form.</p>	N/A	

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

<p>These should be included in the action plan.</p>	<p>Internal communications relating to all of the savings proposals will be planned and disseminated at the appropriate time. This will ensure all staff members (including those with protected characteristics) are aware of the planned changes and the impact on them.</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

<p>N/A</p>

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

<p>These should be included in any action plan (for example customer satisfaction questionnaires).</p>	
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Stage 12: What is the outcome of the Assessment?

<p>Please complete</p>	<p>1</p>	<p>No negative impacts have been identified –please explain.</p>
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the appropriate box/boxes	The cross cutting budget savings proposals will have various impacts for Aberdeenshire staff, including possible reductions in posts, and improving communications and collaborative working, however no specific negative or positive impacts for individual staff members with protected characteristics have been identified at this stage. An EIA will be completed for any proposed reshaping of roles and responsibilities across services following the corporate review of Information, Data and Technology.	
	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	Better use of Systems and Technology	
	3) Authors: I/We have completed the equality impact assessment	Name: Joanna Shirriffs Position: ICT Service Development Manager Date: 05/8/16 Signature:	Name: Position: Date: Signature:

	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: Nicola Graham Position: Head of ICT Date: 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@abdshire		Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

