

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Aberdeenshire Council
Section	Capital Plan Group
Title of the activity etc.	Capital Plan – realignment of projects to later years
Aims Of The Activity	<p>Please note this EIA deals with the development and management of the overall Capital Plan not individual budgets.</p> <p>In January 2015 the Policy and Resources Committee of the Council approved a revised Asset Management Plan for the Council.</p> <p>The updated plan considers the Council assets including operational property assets and road network infrastructure assets, IT, fleet, housing and parks and open spaces.</p> <p>Asset Management is the mechanism to support decisions made in regard to the number and condition of Council assets at any given period. The approach involves producing and continuing to update a wide range of relevant information on the performance of assets and the full investigation of capital and revenue spending decisions. Appropriate use of assets can make the difference between good and poor service delivery.</p> <p>The revised Asset Management Plan took into account recommendations made by Audit Scotland in a report entitled ‘Asset Management in Local Government’ published in May 2009 as a means of promoting good asset management practice. The Chartered Institute of Public Finance and Accounting (CIPFA) promoted the same ideals in its 2008 publication: A Guide to Asset Management and Capital Planning in Local Authorities.</p> <p>Supporting the delivery of the Asset Management Plan is the Council’s Capital Plan. This sets out the Capital Investment Strategy for the Council.</p> <p>Given the current financial position there is a need to ensure that expenditure in the Capital Plan is commensurate with available budget.</p>

<p>Aims of the activity Continued</p>	<p>In addition, it is essential that any expenditure in the Capital Plan provides for projects that meet business objectives and are linked to the strategic objectives of the Council, providing value for money and that are sustainable in the long term. The projects presented in the Capital Plan have been assessed by Services as being the priorities for funding.</p> <p>The mechanism by which projects can be brought into the Capital Plan follows current CIPFA advice. Projects must first find their place in Service asset management strategies where they can be prioritised against similar projects and in relation to wider strategic objectives as part of the strategic appraisal process. This corporate prioritisation focused around a number of factors including issues of deliverability, efficiency, demography, outcomes, revenue implications, service delivery and asset management. For larger projects, an assessment process is also necessary, with option appraisals culminating in a business case.</p> <p>Projects are recommended for inclusion in the plan; an assessment study for further appraisal prior to be included in the Plan or not included at this stage. It should be noted that any new projects going through the assessment process can only be included in the plan by either omitting another project or by further Prudential Borrowing.</p> <p>In May 2013 Audit Scotland published the report “Major Capital Investment in Councils.” The report provided a comprehensive review of major capital investment in councils across Scotland and made a number of key recommendations as a means of promoting good capital investment practice.</p> <p>Areas of good practice identified for Aberdeenshire includes:-</p> <ul style="list-style-type: none"> • Capital Plan extending for 15 years that is clearly aligned to the Council’s objectives. • The Capital Plan strategic appraisal summary goes beyond the financial capital plan to consider the reason for the project, its links to strategic themes and the assessment criteria. • There is systematic project level reporting. Each progress report includes analysis and progress through Gateways as well as a risk assessment and cost estimates. • Use of the Gateway Process based on Office of Government Commerce (OGC) guidance for capital projects. The Gateway Process is seen as being complementary to project management methodology and other processes such as internal reviews, health checks and quality audits.
<p>Author(s) & Title(s)</p>	<p>Alan Morris Service Development Coordinator IS Allan Whyte Head of Property and Facilities Management and Chair of the Capital Plan Group</p>

Stage 2: List the evidence that has been used in this assessment.

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>This assessment deals with the development and management of the Capital Plan. Evidence includes:-</p> <p>Annual Non-HRA Capital Plan Reports to Full Council Regular Non-HRA Capital Budget Monitoring Reports which go to P&R Assessment studies for individual projects which also go to P&R Annual reports to Area Committee concerning rolling programs Corporate Asset Management Plan Service Asset Management Plans Minutes Of The Capital Plan Group Individual project monitoring reports</p>
<p>Internal consultation with staff and other services affected.</p>	<p>The Capital Plan has been developed from service asset management plans which set out their priorities for investment in support of service and corporate objectives.</p> <p>The asset management plans and proposed changes to the Capital Plan are discussed by the Capital Plan Group which contains representatives from all services.</p> <p>Proposed changes to the Capital Plan are reported to the Corporate Management Team and Policy and Budget Steering Group before going to Policy and Resources for Committee.</p> <p>This structured process ensures all services are consulted on and involved in the development of the Capital Plan.</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>The Capital Plan sets out the investment strategy for the Council. The community is not consulted on the overall Plan. However the community will be involved in the development of specific projects. Community stakeholder consultation will help determine the priority for a potential project and may form part of the evidence used in the assessment process to bring a project into the Capital Plan. Stakeholder consultation will also help shape the development of the project. It can influence anything from the choice of the most suitable site to the design solution developed.</p> <p>Information on proposed capital projects is also shared with other public sector organisations such as the Police and NHS Grampian</p>

<p>External data (census, available statistics).</p>	<p>External data will form part of the evidence collected to support the inclusion of a project in the Capital Plan. Assessment studies for school projects for example will look at school roll forecast figures which take into account planning estimates of the number of new homes to be built in the area.</p> <p>Proposed development will also have an impact on the requirements for other infrastructure improvements. The Council has the FIRS Group with liaises with Council services and developers etc to identify future infrastructure requirements.</p> <p>Plans for new very sheltered housing and new care homes etc will be based on predicted demographic changes such as the increased age of the population and the need for more supported care facilities.</p> <p>The range of external data used in the planning and development of projects is as wide as the types of projects themselves.</p> <p>The strategic appraisal process for bringing projects into the Capital Plan will take account of all relevant data</p>
<p>Other (general information as appropriate).</p>	<p>N/A</p>

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	<p>The Capital Plan is developed based on service asset management plans. Each service is responsible for reviewing and revising their plans to take account of changing needs.</p> <p>When a project is brought forward for inclusion in the Capital Plan the evidence required to justify the project should be available. If not the project cannot be assessed.</p> <p>It will be up to the service to ensure all required evidence is provided in support of the project.</p>

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	
	N/A	

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.	Younger – new schools fit for delivering the curriculum for excellence; recreational facilities which will encourage young people to be healthy and active.	
	Older – new care facilities	
	Disability – DDA compliance works to Council infrastructure. This will allow young disabled to access mainstream education facilities, all groups to access Council facilities such as libraries, swimming pool and leisure centres and all groups will obtain improved access to public transport. Projects will also benefit disabled staff by ensuring they can work in facilities that best suit their needs.	
	Race – new facilities for travellers In addition provision of new burial grounds will allow the burial practices of different religious groups to be honoured.	

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>Consultation will be carried out on a project by project basis. For example the residents of the old care home in Stonehaven (Edenholme) were consulted on and involved in the design of the replacement facility.</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	
	N/A	
	N/A	
	N/A	
	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>N/A</p>
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Projects in the Capital Plan will create opportunities for advancing equality of opportunity as they will provide DDA accessible facilities such as libraries and leisure facilities, they will provide DDA accessible schools allowing more disabled children to move into mainstream education.

In addition Council buildings are being adapted to suit the needs of those with hearing difficulties allowing partially deaf to attend meetings etc.

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>	<p>Any monitoring will be done by the service responsible for the project. The Capital Plan itself does not require any monitoring.</p>
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Stage 12: What is the outcome of the Assessment?

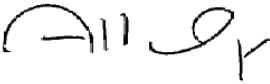
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.	
	The purpose of the Capital Plan is to set out the strategic direction for the Council and there will be no differential impact from the Plan on people with protected characteristics.		
	2	Negative 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.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Capital Plan Group	
	2) Title of Policy/Activity	Capital Plan – realignment of projects to later years	
	3) Authors: I have completed the equality impact assessment	Name: Chris Smith Position: On behalf of Capital Plan Group Date: 01/02/2017 Signature:	Name: Position: Date: Signature:

for this policy/ activity.	Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Not Applicable Date:	
5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Property and Facilities Management  Date: 01/02/2017	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: 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:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
N/A					