

EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Housing and Social Work
Section	Adult Services
Title of the activity etc.	Community Care; Day Care; Residential Care; Employability; Mental Health; Substance Misuse Budgets
Aims of the activity	To meet statutory duties under a range of legislation including Social Work (Scotland) Act 1968; Chronically Sick and Disabled Persons (Scotland) Act 1972; Disabled Persons (Services, Consultation and Representatives) Act 1986; NHS and Community Care Act 1990; Carers (Recognition of Services) Act 1995; Adults with Incapacity (Scotland) Act 2000; Regulation of Care (Scotland) Act 2001; Community Care and Health (Scotland) Act 2002; Mental Health (Care and Treatment) (Scotland) Act 2003; Adult Support and Protection (Scotland) Act 2007
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 100px; height: 15px; display: inline-block;"></div> Strategic Development Officer (Adult Services)

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Housing and Social Work SPIs; Adult Services Performance Management Information; Continuous Improvement Group and Service Performance Reports; H&SW Quarterly Performance Reports; Activity data from Carefirst; Commissioning Team Reports; Service User/ Customer Feedback; Staff Feedback / Attendance Reports; Internal Audit; Self Audit and File Reading; Customer Satisfaction and Outcomes Surveys
Internal consultation with staff and other services affected.	Social Worker/Care Managers, Rehab Workers, Mental Health Officers, Local Area Coordinators, Day Centre Officers, Employability Officers, Supported Living and Residential Care Officers, Shared Lives Workers, Team Managers; ICT, Finance, HR, EL&L, Infrastructure, Corporate
External consultation (partner organisations, community groups, and councils).	Carers, Mental Health, Learning Disability, Autism, Substance Misuse and Bloodborne Virus strategic groups; NHS Grampian, Police Scotland, Third Sector; AADP; Grampian Adult Support and Protection Working Group; Aberdeen City and Shire Choose Life; Service User and Carer Forums and Advisory Groups; Aberdeenshire Community Planning Partnership and local community groups; Mental Welfare Commission; Aberdeenshire Council Budget Simulator

External data (census, available statistics).	General Registrar of Scotland Population Projections and Estimates Scottish Index of Multiple Deprivation; SOLACE and Scottish Community Care Benchmarking; eSAY statistics and reports; Mental Welfare Commission and Office of Public Guardian Statistics; Aberdeenshire ADP statistics and reports; Scottish Government Health and Community Care Statistics
Other (general information as appropriate).	Care Inspectorate, Audit Scotland and Mental Welfare Commission Scrutiny Reports

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

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:

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?

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?	Consultation has been undertaken with individuals, families and carers and through representatives of the protected groups at various forums, via surveys, focus groups, consultation events and local research. All consultation is in line with National Standards and informs priority setting. Individuals are always involved and consulted on their own assessment and any subsequent intervention. Use is made of organisations such as Advocacy North East and PAMIS to obtain views of those who are unable to speak for themselves. Consultation has indicated that there are high levels of satisfaction with service delivery.
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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

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

These should be included in the action plan.	Conflicting views and beliefs inevitably occur both within and between various groups and in the case of Adult Services, between those providing and receiving services. In order to promote good relations Adult Services seeks to challenge stigma, promote inclusion at every level and ensure that all decisions can be defensible and transparent (dependent on legal restrictions). Adult Services will seek to ensure it plays its role in mainstreaming the Council's Equality Outcomes through embedding these in all major policy documents.
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

All activity in Adult Services is underpinned by Codes of Practice and Standards that are geared towards minimal interference in private life, reducing harm and maximising opportunity for people to realise their rights and responsibilities. All key legislation explicitly requires the Service to take account of protected characteristics.
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Stage 11: What equality monitoring arrangements will be put in place?

These should be included in any action plan (for example customer satisfaction questionnaires).	Equality measures are monitored by the Council Equalities Team. Adult Services will work them via the Service Improvement Team to ensure these are incorporated in Service monitoring arrangements.
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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 assessment is that the impacts are neutral. This is because there is no major change to Adults Services Budget.	
	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
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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Adult Services	
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Strategic Development Officer Date: 26/11/2013 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name: <input type="text"/>	Name:
		Date: 27/11/2013	Position: Date: Signature:
5) Authorisation by Director or Head of Service	Name: <input type="text"/> Position: Head of Service (Adult Services) Date: 27/11/2013	Name: <input type="text"/> Position: Director of Social Work and Housing Date: 29/11/2013	
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:

