



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	Legal and Governance
Title of the activity etc.	E-Committee Project
Aims of the activity	Purchase and implementation of new committee management system
Author(s) & Title(s)	<input type="text"/> E-Committee Project Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	E-Committee survey monkey questionnaire April 2013. Officers data collection workbooks – May-June 2013
Internal consultation with staff and other services affected.	Scoping event for project on 30 October 2012 Extended Project Team established with Stakeholder representatives to ensure ongoing consultation and feedback.
External consultation (partner organisations, community groups, and councils).	Public survey via Website October 2013 Consultation with other Local Authorities.
External data (census, available statistics).	N/A
Other (general information as appropriate).	Councillors survey June 2013 Councillors Liaison Group established for ongoing consultation and feedback.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Baseline information gathered on current practices, experience and satisfaction with accessing committee information and documentation (pre & post improvement) may not be of sufficient volume or quality.

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:
	The new software will be phased in and regular feedback will be sought to capture both satisfaction and potential improvements in service delivery.	January 2013 – March 2015

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.	All characteristics should receive positive benefits from the project in terms of quicker and easier online access to councillor and committee information and documentation. For those who cannot or do not wish to access information online, access via public offices will continue to be provided as previously.	

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 direct consultation specifically aimed at the protected characteristic groups was conducted. The project was developed out of a business need to replace the existing Lotus Notes software and consultation has taken place with all Stakeholder Groups to identify potential areas of improvement to streamline current processes and deliver a more efficient, fit for purpose system.

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.	A communications plan has been developed where key messages that require to be communicated to all stakeholders, which will include people with protected characteristics, has been identified.

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

The E-Committee project will deliver quicker and easier online access to councillor and committee information and documentation. For those who cannot or do not wish to access information online, access via public offices will continue to be provided as previously.

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 considerations will be taken in to account as part of the project delivery and roll out to all staff. The monitoring that would be carried out to support staff in this process will be built in to the plan.

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 project will benefit all protected characteristic groups through the provision of quicker and easier online access to councillor and committee information and documentation.	
	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.

Sign off and authorisation.	1) Service and Team	Business Services, Legal and Governance.	
	2) Title of Policy/Activity	E-Committee Project	
	3) Authors: I have completed the equality impact assessment for this project.	Name: <input type="text"/>	Position: E-Committee Project Manager
		Date: 08/01/15	Signature: <input type="text"/>
	4) Consultation with Service Manager	Name: <input type="text"/>	Date: 09/01/15
		Signature:	
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Position: Head of Service
	Date: 09/01/15	Signature: <input type="text"/>	
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: 10/01/15	
(Equalities team to complete) Has the completed form been published on the website? YES/NO		Date:	

E-Committee Action Plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Continue to develop the E-Committee communications plan which includes key messages that require to be communicated to all stakeholders including those with protected characteristics.	January 2013	March 2015	<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	Quicker and easier access to councillor and committee information for all Customers.	To be met within project resources