



## 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	Business Services
Title of the activity etc.	Business improvement, Finance, Staffing, Service Improvement, Systems and Information & Administration Budget
Aims of the activity	<p>The budget for Business Services will increase by inflation in 2014/15.</p> <p>This budget is to deliver the Business Services Team plan 2014/15. The aim of Business Services is to provide support to front line services including administrative, financial, staffing, systems, information and records management, performance management, learning and development, asset management, project management and service improvement and change.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 100px; height: 15px; display: inline-block;"></div> Business Services Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Employee Survey 2013, Business Services Performance Indicators which are monitored quarterly, reports from corporate feedback team on complaints received, data from Business Services Management Team meetings and one to one meetings between the Business Services Manager and team leaders
Internal consultation with staff and other services affected.	Consultation with H&SW Senior Management Team (executive) during the budget setting process for 2014/15.
External consultation (partner organisations, community groups, and councils).	Aberdeenshire Council Budget Simulator

External data (census, available statistics).	None
Other (general information as appropriate).	The budget for support services is likely to be reduced further as efficiencies through service and corporate projects are achieved.

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?	n/a as this not a front line budget there is no impact on protected groups

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


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

These should be included in the action plan.	As noted above it is anticipated that the budget for support services will be reduced in future years and any reviews that are undertaken will be subject to an EIA. Key messages are communicated to everyone within the business services which include people with protected characteristics.
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**Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?**

The budget underpins the delivery of the business services team plan. This will support officers within the services to carry out Council business. These services are all delivered on an equal basis to all groups of customers.

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

These should be included in any action plan (for example customer satisfaction questionnaires).	The Business Services team plan is monitored by the Business Services Management Team. Individual Equality Impact Assessments will be undertaken on specific projects and initiatives arising from the plan.
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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 activity provides the financial resources to support the delivery of the Business Services Team Plan.	
	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	H&SW Business Services	
	2) Title of Policy/Activity	(if appropriate)	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Business Services Manager	Position:
		Date: 16/12/2013	Date:
		Signature:	Signature:
		Name:	Name:
		Position:	Position:
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name:		
	Date:		
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
	Position: Director	Position:	
	Date: 16/12/13	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:

