



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Property Construction Services (Architecture, Asset Management, Building Management, Engineering Services and Quantity Surveying)
Title of the activity etc.	Revenue Budget
Aims of the activity	<p>Architects: Option Appraisal; Assessment Studies; Interior Design; Space Planning; CAD 3-D Modelling; Project Management.</p> <p>Asset Management.</p> <p>Building Management: Response Repairs; Service Desk; Planned Maintenance; Property Surveys; Minor Works.</p> <p>Engineering Services: Mechanical Building Services; Electrical Building Services; Project Management; Legionella Control; Energy Management; Fuel Procurement; Building Management Systems; Carbon Reduction.</p> <p>Quantity Surveying: Cost Estimates; Cost Planning; Tender Documents; Contract Management (Financial); Risk Management; Value Management.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 15px; display: inline-block;"></div> Building and Facilities Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	None.
Internal consultation with staff and other services affected.	Team Briefings etc.
External consultation (partner organisations, community groups, and councils).	Benchmarking etc with other Scottish Local Authorities.

External data (census, available statistics).	None.
Other (general information as appropriate).	Continual meetings with contractors and the providers of independent professional support.

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	No.
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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:
	N/A	N/A
	N/A	N/A
	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.	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

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?	Continual meetings with contractors and the providers of independent professional support.

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	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A
	N/A	N/A

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

These should be included in the action plan.

N/A

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

Ensuring that any necessary reactive repairs to buildings are carried out will allow disabled people to access buildings as well as the able-bodied.

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

These should be included in any action plan (for example customer satisfaction questionnaires).

N/A

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 setting of a revenue budget for the provision of Property Construction Services does not in itself impact on the protected groups.

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	Infrastructure Services - Property Construction Services	
	2) Title of Policy/Activity	Revenue Budget	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Building & Fac Man	Position:
	Date: 29 November 2013	Date:	
	Signature:	Signature:	
	Name:	Name:	
Position:	Position:		
Date:	Date:		
Signature:	Signature:		
4) Consultation with Service Manager	Name: <input type="text"/>		
Date: 29 November 2013			
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
Position: Head of Prop & FM	Position:		
Date: 3 December 2013	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: