



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 & Facilities Management – Corporate Projects
Title of the activity etc.	Revenue Budget
Aims of the activity	Provision of services including asbestos surveys, external contractors, disabled access (contribution to DisabledGo), asset management, asset disposal staff resources and CEEF grant
Author(s) & Title(s)	 Support Services Manager
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Individual asset strategies completed by services inform the corporate strategy for asset management and disposal and the capital plan. Asbestos survey data to form the Council’s Asbestos Register. The Asset Management Programme helps determine the projects carried out and their eligibility for funding from the Central Energy Efficiency Fund.
Internal consultation with staff and other services affected.	Various mechanisms for client service input such as the Asset Disposal Group and Workspace Steering Group.
External consultation (partner organisations, community groups, and councils).	Client services carry out the consultation and analysis required to enable them to identify their future needs. Liaison with partners takes place through the Hub Co.
External data (census, available statistics).	SPI data relating to asset management is used to review performance.
Other (general information as appropriate).	None.

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:
	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.	The ongoing work through DisabledGo gradually enhances the information available on access issues for a range of buildings across Aberdeenshire (in both public and private ownership)	
	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?	No

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?

The improved range of information available on the DisabledGo website relating to access to particular premises makes it easier for people with disabilities to plan trips, knowing what to expect at their destination

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

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

None.

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 only function within this budget that has an impact is the DisabledGo information and the aim of this is to improve the provision of information to relevant parties	
	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.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Infrastructure Services – Corporate projects budget	
	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: SSM	Position:
	Date: 19/12/13	Date:	
	Signature:	Signature:	
	Name:	Name:	
Position:	Position:		
Date:	Date:		
Signature:	Signature:		
4) Consultation with Service Manager	Name: <input type="text"/>		
Date: 19/12/13			
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
Position: Head of Prop & FM	Position:		
Date: 19/12/13	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:

Action Plan

Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications