



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Chief Executive
Section	Councillors Remuneration and Expenses
Title of the activity etc.	Councillors Remuneration and Expenses Budget
Aims of the activity	<p>This EIA covers the Councillors Remuneration and Expenses budget within Chief Executive Services. The budget provides for the payment of remuneration and expenses of the Council’s members. The budget also provides for administration support to the Councillors in terms of support staff. In addition the cost of providing for any local government elections is contained within this budget.</p> <p>A Councillors role shares a collective responsibility to formulate and monitor strategies and budgets, make policy, take executive decisions and check on the effectiveness of the Council in delivering services. This budget provides the means of remuneration to enable the Councillors to fulfil their roles.</p> <p>A Councillor is a representative of his/her constituents, a community leader providing a focus for the development of his/her community, a representative of the wider interests of Aberdeenshire.</p>
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 100px; height: 15px; display: inline-block;"></div> Principal Accountant, Corporate Finance

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	See Other
Internal consultation with staff and other services affected.	See Other

External consultation (partner organisations, community groups, and councils).	See Other
External data (census, available statistics).	See Other
Other (general information as appropriate).	Councillors deal with issues raised by constituents by correspondence, telephone, electronically and in person on an ongoing basis and making arrangements to make themselves available to constituents, including surgeries or in other ways to contribute the representative role of the Councillor.

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	

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
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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
	None identified	

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

These should be included in the action plan.	
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

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

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

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 Councillors Remuneration and Expenses budget supports the Council to deliver its various priorities by providing the means of remuneration to enable the Councillors to fulfil their roles. A Councillors role shares a collective responsibility to formulate and monitor strategies and budgets, make policy, take executive decisions and check on the effectiveness of the Council in delivering services.
	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.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Chief Executive – Councillors Remuneration and Expenses	
	2) Title of Policy/Activity	Councillors Remuneration and Expenses Budget	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Principal Accountant	Position:
	Date: 09/12/2013	Date:	
	Signature:	Signature:	
	Name:	Name:	
Position:	Position:		
Date:	Date:		
Signature:	Signature:		
4) Consultation with Service Manager	Name: Head of Finance, <input type="text"/>	Date:	
5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:	
Position: Director of Corporate Services	Position:		
Date:	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:

