



**EQUALITY IMPACT ASSESSMENT**

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Corporate Services
Section	Directorate and Support Services
Title of the activity etc.	Directorate and Support Services Budget
Aims of the activity	The budget funds the salaries and operational day-to-day running costs for the Directorate and Support Services. Support Services is entirely internal facing and provides a variety of administration, clerical and secretarial support across the Service. The delivery of support services is provided through staff resources and associated supplies and services.
Author(s) & Title(s)	<span style="background-color: #cccccc; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span> 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).	Complaints Database and associated monitoring; Customer Satisfaction Surveys; quarterly 1:1 meetings between Support Service Manager and Service Heads. Annual improvement workshops with Heads of Service Management teams.
Internal consultation with staff and other services affected.	Ad hoc liaison with Service Managers/Service Management teams in relation to support service provision. Annual improvement workshops with Heads of Service Management teams and Senior Improvement Officer to identify and programme improvement priorities.
External consultation (partner organisations, community groups, and councils).	N/A
External data (census, available statistics).	N/A

Other (general information as appropriate).	No change to budget.
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Yes. Liaison/engagement meetings with Service Managers/Service Management teams patchy and infrequent.

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:
	Ref: Support Services Team Plan 2013-16. Team Objective 2 contains key action to implement a programme of liaison meetings.	By 31 March 2014

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

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.	Key messages are communicated to everyone within the Corporate Services support services which include people with protected characteristics.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?
The budget underpins the delivery of the support services team plan. This will support officers within the services to carry out Council business.

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 budget funds the Director and PA salaries and costs and also delivery of support services mainly through staff resources and associated supplies and services e.g. ICT equipment, licence costs, office equipment and stationery.	
	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

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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	Corporate Services Directorate and Support Services	
	2) Title of Policy/Activity	Directorate and Support Services Budget	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: [Redacted] Position: Support Services Manager Date: 09/12/13 Signature: [Redacted]	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: [Redacted] Position: Director of Corporate Services Date:	Name: Position: 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:

