



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	Economic Development
Title of the activity etc.	Economic Development Budget
Aims of the activity	Operational revenue budget for the Economic Development Service delivering the Economic Development Strategy and Action Plan
Author(s) & Title(s)	
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	<ul style="list-style-type: none"> • 2013/14 Aberdeen Council budget for Economic Development • Annual schedule of customer satisfaction surveys and feedback • Customer feedback on events operated by service • Service Key Performance Indicators • LEADER (Liaisons Entre Actions de Developement de L'Economie Rurale) and Aberdeenshire European Fisheries Fund gather data on assistance funding provides to people with protected characteristics. • Business Gateway performance data. • Employability data
Internal consultation with staff and other services affected.	<ul style="list-style-type: none"> • Economic Development Managers on monthly budget review and at monthly management team meetings. • ISC and P&R Committees on new initiatives requiring budget allocation and approval of policy and initiatives • Finance Service on day to day and overall budget performance
External consultation (partner organisations, community groups, and councils).	Economic Development – Annual Review 2012/13, Economic Development Strategy 2010-2015, Regeneration Strategy 2013 and Action Plan, Aberdeen City and Shire Economic Futures (forum), Energetica Steering Group and Task Force. Economic Development website providing contact details. External Review of LEADER 2013 including surveying of beneficiaries. Survey of Support for Aberdeenshire Business grant scheme of beneficiaries of grants and employee grants, NE Scotland Export Survey, NE Scotland Oil and Gas Survey
External data (census, available statistics).	Economic assessment of Gross Domestic Product and Gross Value Added, Scottish Index of Multiple Deprivation, Scottish Government employment data, National Records for Scotland 2010, tourism data – national statistics from various national sources.

Other (general information as appropriate).	
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Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	

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.	Support of employability skills and training for younger people, people in regeneration areas. 450 assisted each year, data is collected on persons with protected characteristics	
	Support the growth and sustainability for companies and industry sectors thus securing opportunities for people across the protected characteristics	
	Support the growth and sustainability for the third sector and communities to become more financially secure and less reliant on public funding	
	Building community capacity via funding to groups who support people with protected characteristics	
	Race Business Gateway Start-up support: Every year we assist over 500 individuals to start up in business and we collect data on race for this group. Last year, looking at the City and Shire together, of those assisted 6% were from an ethnic minority compared to averages of 1.5% of Aberdeenshire and 8% of Aberdeen City being of minority ethnic groups.	

	Older people – work underway to scope additional support for assisting/ advising older people into employment and or setting up their own businesses during 2013/14	
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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?	<ul style="list-style-type: none"> • Rural Partnerships – early 2013 via collective meeting with elected members and officers to discuss budget allocation. • All Businesses receiving Business Gateway support are surveyed on survival rates of the business and on satisfaction level with the service provided. This includes collecting data from persons with protected characteristics. • Data is collected on clients helped into training and employability.
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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

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

These should be included in the action plan.	Information sharing of best practice through seminars, case studies, press publications.
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

Economic Development budget provides support to communities, groups, organisations and businesses and industry bodies to grow business and opportunities for self reliance. This provides opportunities for community capacity building, empowering communities and group who support equality. Direct funded services support people into employability, infrastructure to sustain communities and access to community services.

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

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

Nothing additional.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Economic Development Budget is used to support business and communities in business. It has no inherent bias towards a negative impact on protected communities rather an inherent bias towards positive impact on protected communities	
	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.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Economic Development	
	2) Title of Policy/Activity	2013/14 Economic Development Budget (if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: Head of Service	Position:
	Date: 29/11/2013	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: 29/11/2013	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@abdshire			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