



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	Finance (incorporating Accountancy, Corporate Finance, Payments and Directorate)
Title of the activity etc.	Finance Budget
Aims of the activity	<p>This EIA concerns the Finance budget within Corporate Services. The budget funds the delivery of the Service Plan through the functions of Financial Services including Accountancy, Payments and Treasury Management mainly through a staff resource.</p> <p>This approach ensures that there is professional financial management throughout the Council.</p> <p>The Finance budget will fund the Accountancy, Corporate Finance, Payments and Directorate sections to ensure that we will -</p> <ul style="list-style-type: none"> • Work with services to provide professional financial management • Work with senior management to promote the strategic direction of the council • Ensure the Finance Service help protect the reputation of Aberdeenshire Council • Engage with communities on budget issues that affect them
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 20px; 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).	Results from the Corporate Services Leadership questionnaire were fed back to Finance Management and incorporated in the delivery of the Finance Service.
Internal consultation with staff and other services affected.	Regular meetings are held with our Internal stakeholders i.e. budget holders, Senior Management Team and PBSG to ensure we are fulfilling our objectives as outlined in our Service Plan across all the range of Financial Services we provide.

<p>External consultation (partner organisations, community groups, and councils).</p>	<p>The budget simulator (on line tool where members of the public can set the budget) will provide feedback on where they believe the local priorities are. The results of this exercise will be reviewed by Finance and a decision taken by Senior Management as to the use of the feedback.</p> <p>Budget engagement events are also held where we canvas opinion from the public in order to provide a feedback mechanism to feed into the budget setting process.</p>
<p>External data (census, available statistics).</p>	<p>The feedback received from the other Council Services in terms of the services they provide will be incorporated in the way in which we support the Services in the future.</p>
<p>Other (general information as appropriate).</p>	

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

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.	Engagement events are organised to be accessible as possible and have included both face to face meetings and the use of online tools to ensure the level of accessibility is increased to all.

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

The Finance Service will support the other Council Services in the delivery of their own services that will aim to create opportunities among those people with protected characteristics.

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

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

Equalities considerations are considered as part of the development of the Finance Service Plan and feedback received from both internal and external stakeholders.

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 Finance Service is an over-arching service which supports the Council to deliver its various priorities by promoting the proper administration of the Councils financial affairs. It is the individual Services decisions that will potentially impact on the protected groups rather than the Finance Services decisions.	
	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	Corporate Services – Finance - Accountancy, Corporate Finance, Payments and Directorate		
	2) Title of Policy/Activity	Finance Budget		
	3) Authors: I/We have completed the equality impact assessment for this policy/ activity.	Name: [Redacted] Position: Principal Accountant Date: 15/11/2013 Signature:	Name: Position: Date: Signature:	
		Name: Position: Date: Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Head of Finance, [Redacted] 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:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Internal Stakeholder Meetings	Ongoing			Feedback will be incorporated into workplan of section	
Budget Engagement Events	Annually			Feedback will be incorporated into budget setting process	