



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	Options4Admin
Title of the activity etc.	Options4Admin Budget Forecast
Aims of the activity	<p>The aim of Options4Admin is to deliver the best business administration solutions for all Aberdeenshire Council stakeholders by:</p> <ul style="list-style-type: none"> ➤ streamlining processes and ensuring compliance ➤ removing ‘waste’ activities ➤ maximising the use of technology ➤ supporting the provision of appropriate personal support for senior managers ➤ supporting improved customer service ➤ delivering clear performance measures ➤ delivering sustainable savings ➤ supporting improved business performance ➤ delivering a flexible, scalable and fit for purpose solution ➤ improving opportunities for personal development ➤ creating a positive identity for support services ➤ embedding knowledge sharing ➤ supporting sustainable, accountable leadership <p>Options4Admin is a pan organisational project and will affect, directly and/or indirectly, all employees responsible for delivering business administration support. As of April 2013, the project is focusing on five key areas:</p> <ul style="list-style-type: none"> ➤ Business Systems Support ➤ Incoming Mail Processing ➤ Paying Suppliers ➤ Recruitment Administration ➤ Location Pilots (provision of business administration at a local level)
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 150px; height: 30px; display: inline-block;"></div> Project Manager Project Coordinator

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"> ➤ Feedback from road shows ➤ Online survey of business administration customers and providers (1400+ responses) ➤ Attendance and feedback from engagement events (500+ attendees) ➤ Baseline business administration employee data <p>This data was used to inform the project's aim, mission, values and objectives. The data gathered identified that the majority of business administration employees are female.</p>
Internal consultation with staff and other services affected.	<ul style="list-style-type: none"> ➤ Appreciative inquiry interviews with customers of business administration (60+ managers) ➤ Engagement event for senior managers to comment on results of options appraisal ➤ Engagement events for employees to comment on proposed generic business administration roles ➤ Consultation with employees directly impacted by the recruitment administration sub-project <p>Feedback has been sought from affected business administration customers and providers. There was consultation with employees directly impacted by the proposals for the future delivery of recruitment administration.</p>
External consultation (partner organisations, community groups, and councils).	<ul style="list-style-type: none"> ➤ Buckinghamshire County Council ➤ Dundee City Council ➤ East Renfrewshire Council ➤ Nottinghamshire County Council <p>The councils listed above have all implemented significant pan organisational business administration projects. The Options4Admin Project Manager has visited each of these organisations to view the implementation and results of their projects.</p>
External data (census, available statistics).	N/A
Other (general information as appropriate).	N/A

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	None identified.

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.		

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 communicated to everyone in the core O4A team

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

Options4Admin aims to promote personal development for O4A Core Team employees, encouraging them to seek new opportunities within the council.

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 O4A Core Team salaries and sundry costs	
	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.

N/A

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Corporate Services, Option4Admin		
	2) Title of Policy/Activity	Options4Admin		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Position: Project Manager	Date: 13/12/2013
		Signature:		
	4) Consultation with Service Manager	Name: <input type="text"/>	Position: Project Coordinator	Date: 13/12/2013
		Signature: <input type="text"/>		
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Position: Director of Corporate Services	Date: 13/12/2013
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