



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity ("activity" is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Housing and Social Work
Section	Older People & Physical Disability
Title of the activity etc.	Care management, Change Fund, Day Care, Home Care, Residential Care, Very Sheltered Housing, Community OT, Joint OT Service, Commissioning, Adult Support & Protection, Sensory Impairment Budget
Aims of the activity	To meet statutory responsibilities and strategic priorities as set out in the Housing & Social Work Service Plan 2013-16 in respect of care, support and protection of vulnerable older people and adults with a physical or sensory disability.
Author(s) & Title(s)	[REDACTED] Head of Service

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Core and local performance indicators; joint older people's performance framework reports; service activity data; adult protection data; waiting list and eligibility data; budget monitoring reports; feedback systems data/reports; dependency audits; internal audit reports; employee absence and workforce planning data
Internal consultation with staff and other services affected.	Housing and Social Work Senior Management Team, Team Managers, Corporate Management Team; Housing and Social Work Committee; Area Committees; Team meetings and team briefs; Service specific, corporate policy steering groups (eg charging; E-systems, continuous improvement group); workforce presentations
External consultation (partner organisations, community groups, and councils).	NHS Grampian; Third Sector Interface; Independent Care Providers; Scottish Care; Police Scotland; SFRS; Scottish Ambulance Service; NHS 24; Aberdeenshire Budget Simulator
External data (census, available statistics).	Benchmarking data (eg SCCBN/JIT/ADSW); Care Inspectorate grades, recommendations and requirements; Scottish Government Statistics Division publications; national research publications (eg Joseph Rowantree Trust/Kings Fund/IRISS)

Other (general information as appropriate).

Aberdeenshire Scrutiny and Audit Committee

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	No gaps evident.

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.	Older people: budget provision for these activities and functions ensures that the Council takes account of the specific and general care needs and preferences of Aberdeenshire citizens over 65 yrs of age and delivers or arranges services to meet these care needs. The budget also supports planning activity and functions for future generations of older people living in Aberdeenshire	
	People with a disability: budget provision for these activities and functions ensures that the Council takes account of the specific and general care needs and preferences of citizens with a physical disability or sensory impairment and delivers or arranges services to meet these care needs. The budget also supports planning activity to meet the future needs of people with a disability in Aberdeenshire	

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?	Consultation undertaken through representatives of protected groups; exit surveys of service users; national surveys/consultation results. Individuals are fully involved and consulted in drawing up an assessment and care plan to meet their needs.

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
	Mitigating Steps	Timescale
These should be included in any action plan at the back of this form.		

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	<p>Strategic planning groups are multi-agency and involve third and independent sector representation where relevant</p> <p>Conferences/workshops/seminar events are held as a routine part of developing service plans/reviews/performance assessment.</p> <p>National Standards for Community Engagement are applied routinely</p> <p>Easy access to complaint/comment process on any aspect of service activity</p> <p>Unfettered access to advice, information and independent advocacy.</p> <p>Transparency and consistency in all communication about service standards</p> <p>Supporting, through investment of resource, under-represented groups to have a voice in the governance and discharge of council activities</p>

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?	
<p>Activity promotes social welfare .</p> <p>Activity is targeted on those in greatest need of care, support and protection</p> <p>Services are means-tested where appropriate. Access to activity/service is based on need regardless of individual's ability to pay</p> <p>Social work charging policy which applies to services funded from this budget is impact assessed and reviewed annually in line with COSLA guidance and best practice</p>	

Stage 11: What equality monitoring arrangements will be put in place?	
These should be included in any action plan (for example customer satisfaction questionnaires).	Service user surveys, analysis of complaints, comments and feedback from general public; Stakeholder consultation events and communication strategies around specific policy and strategic change plans. Most of these will be reported to committees of the council where equality monitoring is automatically built in.

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 activity provides the financial resources to support the delivery of care for older people and people with a disability. The assessment takes account of the relative importance of care to those with protected characteristic groupings.

	2	
	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	Older People and People with a Disability	
	2) Title of Policy/Activity	(if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: XXXXXXXXXXXX	Name:
		Position: Head of Service Service	Position:
	Date: 28 November 2013	Date:	
	Signature:	Signature:	
	Name:	Name:	
	Position:	Position:	
	Date:	Date:	
	Signature:	Signature:	
4) Consultation with Service Manager	Name:		
	Date:		

Action Plan						
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications	
Monitor monthly and quarterly performance data on service activity and budgets	Ongoing	Ongoing	[REDACTED] Head of Service	Ensure performance and service delivery arrangements meet or exceed agreed targets and outcomes	Staff time	
Report to Committee and publish results of consultation exercises	Ongoing	Ongoing	[REDACTED] Head of Service	Ensure future policy development is informed by views of citizens and users	Individual project leads	
Implement recommendations from Care Inspectorate Reports	Ongoing	Ongoing	[REDACTED] Head of Service	Meet and exceed minimum national care standards		
Current programme of efficiency reviews	2013	2014	[REDACTED] Head of Service	Implement Council policy decisions		
Monitor complaints, comments and feedback on service standards	ongoing	ongoing	[REDACTED] Head of Service	Service delivery arrangements are continuously improving to meet or exceed service standards.		

	5) Authorisation by Director or Head of Service	Name: ██████████ ██████████ Position: Director, Housing & Social Work Date: 19 December 2013	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@abdshire		Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

