



## 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	Protective Services & Waste Management
Title of the activity etc.	Use of Aberdeen Scientific Services Laboratory (Public Analyst)
Aims of the activity	ASSL analyse a range of samples submitted by PS&WM, and provide formal and informal advice
Author(s) & Title(s)	<div style="background-color: #cccccc; width: 100px; height: 20px; display: inline-block;"></div> EH Manager

Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Customer Feedback Monthly unit usage reports from ASSL.
Internal consultation with staff and other services affected.	Quarterly meetings with ASSL and other local authorities Sampling programmes devised by sub-sections Quarterly meetings with Aberdeen City and Moray Councils
External consultation (partner organisations, community groups, and councils).	Project regarding proposed Unified Scientific Services entails capturing information from all local authorities.
External data (census, available statistics).	UKAS Accreditation audits of ASSL.
Other (general information as appropriate).	

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:

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			✓	
Age – Older			✓	
Disability			✓	
Race – (includes Gypsy Travellers)			✓	
Religion or Belief			✓	
Gender – male/female			✓	
Pregnancy and maternity			✓	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			✓	
Gender reassignment – (includes Transgender)			✓	
Marriage and Civil Partnership			✓	

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?	No

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.	N/A. This service focuses on analyses of samples.

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

The Service focuses on analysing samples, with no impact on the protected groups.

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.
	This service focuses on analyses of samples. The outcome of the analyses is passed to the relevant service: EIAs have been completed in respect of those services and any impacts identified in those assessments.	
	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	Infrastructure Services Protective Services & Waste Management	
	2) Title of Policy/Activity	Budget for the analysis of samples submitted to ASSL (Public Analyst)	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: <input type="text"/>	Name:
		Position: EH Manager Date: 13/11/13 Signature:	Position: Date: Signature:
	4) Consultation with Service Manager	Name:	Name:
		Date:	Date:
	5) Authorisation by Director or Head of Service	Name: <input type="text"/>	Name:
	Position: Head of PS&WM Date: 18/11/13	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:

