



## EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Business Services
Section	Human Resources & Organisational Development (HR & OD)
Title of the activity etc.	Review of Budget 2018/19
Aims of the activity	<p>The HR&amp;OD service supports the organisation by aiming to deliver a safe, healthy, well led, motivated &amp; competent workforce to provide the best services to the residents of Aberdeenshire, working in partnership with our internal and external colleagues to identify and mitigate the risks we experience as a Council. This is achieved by supporting services and working in partnership with Trade Unions to maintain compliance with legislation (eg Employment; Health and Safety), at all times reflecting professional best practice and ensuring people feel informed and engaged in the work of the Council. The Service also has responsibility for employee and Councillor payroll, expenses and travel coordination. The main activities of the service include:</p> <ul style="list-style-type: none"> <li>• Resourcing and Development</li> <li>• HR Operational</li> <li>• Health, Safety and Wellbeing</li> <li>• Risk Management and Business Continuity</li> <li>• Pay and Reward</li> <li>• Payroll and Corporate Travel</li> <li>• HR Transactional</li> </ul> <p>A budget for the service is agreed annually and is set based on business need and available resources to ensure the service and council overall has a balanced budget each year.</p> <p>To balance the budget savings of £309K must be achieved. This is being delivered through the deletion of identified posts and continued vacancy management throughout the financial year.</p>
Author(s) & Title(s)	Laura Simpson, Head of HR & OD

Stage 2: List the evidence that has been used in this assessment.

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>askHR data customer feedback Number and gender composition of those staff affected by the budget reduction</p>
<p>Internal consultation with staff and other services affected.</p>	<p>Business Services Leadership Team HR &amp; OD Management Team HR Transactional Team – Review Learning &amp; Development Team - Review</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>N/A</p>
<p>External data (census, available statistics).</p>	<p>SPDS Information CoSLA Information</p>
<p>Other (general information as appropriate).</p>	<p>Awareness of other LA organisational structures, delivery and budgets as part of service reviews</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			Y	
Age – Older			Y	
Disability			Y	
Race – (includes Gypsy Travellers)			Y	
Religion or Belief			Y	
Gender – male/female			Y	
Pregnancy and maternity			Y	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Y	
Gender reassignment – (includes Transgender)			Y	
Marriage and Civil Partnership			Y	

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.	For all characteristics the expected impact is neutral.	For all characteristics the expected impact is neutral.

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?	<p>Learning &amp; Development and Transactional Team have been consulted in the relevant changes affecting them.</p> <p>No requirement to consult with any other Teams at present.</p>

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.	Engagement with the affected Teams in relation to the changes that will be made within HR&OD.	
	HR Managers and Team Leaders are fully aware that they have to manage all the vacant posts in order to make the necessary savings.	

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

These should be included in the action plan.

Ongoing dialogue with Teams and communication, involving all relevant staff at appropriate times.

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

N/A

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

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

The impact of any changes arising, including on equality, will be monitored via employee feedback and regular analysis of the management information and PI's.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	<p>An assessment will be undertaken of any further proposed deletions or amendments that may arise; any such proposals will require to be supported by a robust business case. All staff, regardless of gender, will be treated in an equitable manner and in accordance with the relevant HR &amp; OD policies and procedures.</p> <p>The impact of the deleted posts (Service Manager P, Team Leader M and 3 x para professional grade F posts) and vacancy management will have a detrimental effect on the delivery of service provision due to the requirement to reallocate the workload to remaining staff. This will in turn have an impact on existing workloads and associated timescales.</p>	
	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.

Due to implications of budget savings that have to be made across the council, there is no alternative as approx. 92% of the HR&OD budget is staffing.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Customer Communication & Improvement, Business Services	
	2) Title of Policy/Activity	Budget 2018/19	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Pamela Bruce Position: Health & Safety Manager Date: 18 January 2018 Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Laura Simpson Position: Head of HR&OD Date: 18 January 2018	Name: Position: Date:
	6) If the EIA relates to a matter that must 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: equalities@aberdeenshire.gov.uk	Date:	
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:

