



EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
1.0	29 th Jan 2020	Pam Bruce	EIA Creation

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).

Service	Business Services
Section	Human Resources & Organisational Development (HR&OD)
Title of the activity etc.	Review of Budget 2020/21

<p>Aims and desired outcomes of the activity</p>	<p>The HR&OD service supports the organisation by aiming to deliver a safe, healthy, well led, motivated and 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 (e.g. 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"> • Resourcing and Development • HR Operational • Health, Safety and Wellbeing • Risk Management and Business Continuity • Reward & Analytics • Payroll and Corporate Travel • HR Transactional <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>The budget saving agreed for this year of £29K is being delivered by the deletion of a Grade F post (and is a recurring saving which will be made over 5 years). This is in addition to the savings that will be made this year from voluntary severance, resulting in a reduction of HR&OD management posts (Head of HR&OD, PA to Head of HR&OD, HR Manager, H&S Manager and Team Leader H&S). The service will also continue with vacancy management and where a vacancy is being replaced, then this will be at 35 hours per week instead of the usual 36.25 hours, thus generating savings with any turnover. The service are also looking to review, streamline and where appropriate automate certain processes, which again will be look to make savings.</p>
<p>Author(s) & Title(s)</p>	<p>Laura Simpson, Head of HR&OD</p>

Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.		
Evidence	What does it say?	What does it mean?
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	askHR data – providing transactional activity statistics system review – looking at interdependencies	information on where process may be labour intensive review of all systems and interfaces to avoid duplication / double entry

<p>Internal consultation with staff and other services affected.</p>	<p>Business Services Leadership Team (BSLT) HR&OD Teams</p>	<p>Engagement with the affected Teams in relation to the changes that will be made within HR&OD.</p> <p>HR Managers and Team Leaders are fully aware they have to manage all the vacant posts in order to make the necessary savings</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>N/A</p>	
<p>External data (census, available statistics).</p>	<p>N/A</p>	
<p>Other (general information as appropriate).</p>	<p>N/A</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: What steps can be taken to promote good relations between various groups/areas?	
These should be included in the action plan.	Ongoing dialogue with Teams and communication, involving all relevant staff at appropriate times.

Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?
N/A

Stage 7a:				
Are there potential impacts on protected groups?				
The protected groups covered by the equality duty are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.				
Who is affected by the activity or who is intended to benefit from the proposed activity and how? Complete the table below for each protected group by inserting "yes" in the applicable box/boxes below.				
	Positive	Negative	Neutral	Unknown

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

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g. housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples life chances e.g.access to, or ability to access: employment, training, services (such as council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> • Unemployed • Single parents and vulnerable families • People on benefits • Those involved in the criminal justice system • People in the most deprived communities • People who live in rural areas 	<ul style="list-style-type: none"> • Pensioners • Looked after children • Careers including young carers • Veterans • Students • Single adult households • People who have experienced the asylum system 	<ul style="list-style-type: none"> • Those leaving the care setting including children and young people and those with illness • Homeless people • People with low literacy/numeracy • People with lower educational qualifications • People in low paid work • People with one or more protected characteristic
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Please complete by inserting “yes” in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
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Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing			Y	
Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future			Y	
Pockets: Material deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies			Y	
Place: Area deprivation – where you live, where you work			Y	
Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.			Y	

Stage 8: 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	For all characteristics the expected impact is neutral.	For all characteristics the expected impact is neutral.

and/or negative impacts you have highlighted above. Detail the impacts and describe those affected.		

Stage 9: Have any of the affected groups/areas been involved, engaged with or 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?	HR&OD Team will be consulted in the relevant changes affecting them.
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Stage 10: 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 11: What monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal

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.
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Stage 12: What is the outcome of the Assessment?

Please complete	1	No negative impacts have been identified –please explain.
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the appropriate box/boxes

For all characteristics the expected outcome is neutral however, as all staff, regardless of gender, will be treated in an equitable manner and in accordance with the relevant HR policies and procedures. 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.

The impact of the proposed deleted post (equivalent to 1 FTE Grade F posts potentially from within the Transactional Teams) will be significant as will be recurring over the next 5 years with a reduction in the level and quality of service provided. Such a reduction in staff numbers would require the reconfiguration of all three transactional teams in order to ensure that core tasks were completed on time and to the required standard.

All non-core activities, including any development work, may have to cease with all remaining staff focussing on core tasks.

It should be noted that the removal of posts within the Transactional Teams is dependent on the continuing rollout of self-service functionality across all services.

Due to implications of budget savings that have to be made across the council, there is no alternative other than to cut posts, as approx. 94% of the HR&OD budget is staffing.

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.

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Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	HR&OD, Business Services		
	2) Title of Policy/Activity	Budget 2020/21 (if appropriate)		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Pamela Bruce Position: Health & Safety Manager Date: 29 January 2020 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: 31 January 2020	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.			Date:
	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk			Date:

