



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	Finance
Title of the activity etc.	Provision of Finance Service
Aims of the activity	<p>The Finance Management Team will continue to review the staffing provision of the Finance Service to reflect the changing shape of the organisation.</p> <p>The Finance function will continue to support the other Council Services to provide frontline service delivery that continues to create opportunities for advancing equality of opportunity.</p>
Author(s) & Title(s)	Alan Wood
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	The Finance service uses a range of performance measures to monitor performance.
Internal consultation with staff and other services affected.	Consultation with members of the finance staff, members of the Finance Management Team (FMT), Business Services Leadership Team (BSLT) and consultation with Senior Leadership Team (SLT)
External consultation (partner organisations, community groups, and councils).	The Finance service supports other Service areas of the council therefore consultation on the streamlining of this Service was limited to internal consultation.
External data (census, available statistics).	Within Benefits section The Department of Work and Pensions publishes caseload and speed of processing data in relation to housing benefit. The Scottish Government publishes similar data in relation to the Council Tax Reduction Scheme.
Other (general information as appropriate).	N/A

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	N/A

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:
	The Finance Service will work with the Corporate Communications Team to monitor the impact of communications and identify where improvements can be made.	Ongoing

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	
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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?	
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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?

<p>These should be included in the action plan.</p>	
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Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

The Finance service will continue to support the other Council services to provide frontline service delivery that continues to create opportunities for advancing equality of opportunity.

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

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

Equality considerations are considered as part of the development of the Finance service plans. However where the action points within the plans relate to UK or Scottish Government legislation or policy changes it is the responsibility of those bodies to carry out an EIA.

Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	Where possible any reduction in headcount will be managed to ensure that there is no impact on the ability of the Finance Service to provide a service to the rest of the Council.	
	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	Business Services, Finance.		
	2) Title of Policy/Activity	Provision of Finance Service		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Mary Beattie Position: Corporate Fin Mngr Date: 01.02.18 Signature:	Name: Position: Date: Signature:	
		Name: Chris Smith Position: Principal Accountant Date: 01.02.18 Signature:	Name: Position: Date: Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Alan Wood Position: Head of Finance Date: 01.02.18	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: equalities@aberdeenshire.gov.uk	Date:		
(Equalities team to complete) Has the completed form been published on the website? YES/NO			Date:	

