

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes

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	All Sections
Title of the activity etc.	Voluntary Severance Exercise for Business Services Managers
Aims and desired outcomes of the activity	Redesign of Business Services and secure revenue savings to contribute towards the budget deficit.
Author(s) & Title(s)	Ritchie Johnson, Director of Business Services

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).	This was a voluntary exercise across all 102 Managers in Business Services. No applicable survey/date to draw on.	N/A
Internal consultation with staff and other services affected.	Trade Union and Managers were advised of the exercise and assured due process would be properly and transparently applied.	Exercise would be conducted fairly and transparently.

External consultation (partner organisations, community groups, and councils).	N/A	N/A
External data (census, available statistics).	N/A	N/A
Other (general information as appropriate).	N/A	N/A

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	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.	N/A

Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?
<p>This exercise was an intervention to both create the conditions for the redesign of the management arrangements and functions within Business Services and also to secure savings through the deletion of management posts in a fair and transparent way.</p>

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

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 • Carers 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 I 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
Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing			Yes	

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			Yes	
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			Yes	
Place: Area deprivation – where you live, where you work			Yes	
Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.			Yes	

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

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?	All 102 managers were made aware of the reason for, process to be undertaken and the timescale of the exercise. The results were also communicated to all managers and other appropriate colleagues.


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
	N/A	N/A

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).	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.
		None have been identified. Out of the 102 managers, 15 voluntary severance applications were received from male managers out of a total of 48 and 14 from female managers out of a total of 54. Applications from 3 male managers were accepted and approved, along with 7 female managers.
	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.	
N/A	

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team	Business Services – Various Teams	
	2) Title of Policy/Activity	Voluntary Severance Exercise for Business Services Managers	
	3) Authors: I have completed the equality impact assessment for this activity.	Name: Ritchie Johnson Position: Director of Business Services Date: 5 February 2020 Signature: 	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: Business Services Leadership Team Date: 2 July 2019		

5) Authorisation by Director or Head of Service	Name: Jim Savege Position: Chief Executive Date: 3 January 2020	Name: Karen Wiles Position: Head of L&G Date: 3 January 2020
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: 5/2/2020	

