

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
	10 February 2020	Andy Moir	

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	Property and Facilities Management
Title of the activity etc.	Estate Rationalisation
Aims and desired outcomes of the activity	<p>Aberdeenshire hold, and operate, a range of facilities to deliver both statutory functions, and a range of other services to communities and clients. As at April 2019 this extended to 649 facilities across Aberdeenshire.</p> <p>The development of an Estate Rationalisation Programme [Strategy] will ensure retained Operational facilities support the needs of local communities and support the delivery of services provided by the Council. In addition, the implementation of a rationalisation programme will ensure that retained facilities are fit for purpose, managed appropriately and are sustainable in the long term.</p> <p>The implantation of a rationalisation programme will result in savings to the Council arising from the reduction in revenue costs attributed to the operational cost of facilities; wider reduction of asset holding; and reduction in maintenance liabilities/obligations upon the Council</p>
Author(s) & Title(s)	Andy Moir; Principal Asset Management Officer

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).	Existing data concerning asset performance (condition, suitability etc.) reviewed along with ongoing and emerging asset strategies and projects to complete desktop asset review. This highlights a number of facilities for release (49) and others for further review with/by Services (191) whilst number (405) are noted for retention.	A significant number of operational facilities have potential for release.
Internal consultation with staff and other services affected.	Cross Service Asset Review Group has been established to review and consider previous desktop asset review.	Ongoing activity, which will develop as review progresses.
External consultation (partner organisations, community groups, and councils).	Affected user groups, partners and community groups will be consulted at appropriate juncture in review process where affected by release of a facility	Activity to be progressed at appropriate juncture as facilities for potential release are identified.
External data (census, available statistics).	Input from Services regarding user data and census information to be considered as part of reviews for specific facilities which may be used, predominantly, by protected groups.	To be progressed as part of review.
Other (general information as appropriate).	Review of neighbouring facilities, including those owned and operated by other groups, will be undertaken to consider co-location opportunities to maintain service delivery, where need dictates, or to enable service to be delivered by alternative means.	To be progressed as part of review.

Stage 3: Evidence Gaps.	
Are there any gaps in the information you currently hold?	Services' input to desktop asset review – this is currently being progressed as part of review process. Impact on user groups for facilities identified for potential release.

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:
	Service input – ongoing exercise as part of review process, this will also outline impact upon Services and service delivery	6 months
	Impact on user groups - to be established during consultations and detailed review with affected Services	6 months

Stage 5: What steps can be taken to promote good relations between various groups/areas?	
These should be included in the action plan.	Early consultation with all Services to consider recommendations within initial desktop review. Following consultation/review with Services, a detailed draft Asset Rationalisation Programme will be prepared which will form focus for wider consultation and subsequent releases.

Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?	
The increased use of other facilities i.e. those retained along with those outwith Aberdeenshire's ownership, enables greater engagement with a wider range of groups which creates opportunities for all.	

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 –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Age - Older	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Disability	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Race – (includes Gypsy Travellers)	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Religion or Belief	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		

Sex (Gender)	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Pregnancy and maternity	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Sexual orientation – (includes Lesbian/ Gay/Bisexual)	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Gender reassignment – (includes Transgender)	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		
Marriage and Civil Partnership	Yes –where retained and upgraded.	Yes - where facilities are released and service/activity relocated to alternative facility		

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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<p>Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing</p>	<p>Yes – co-location opens opportunities for groups to access wider range of services and activities.</p>	<p>Yes - where facilities are released and service/activity relocated to alternative facility or if service is delivered by alternative means.</p>		
<p>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</p>	<p>Yes – co-location opens opportunities for groups to access wider range of services and activities.</p>	<p>Yes - where facilities are released and service/activity relocated to alternative facility or if service is delivered by alternative means.</p>		
<p>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</p>	<p>Yes – co-location opens opportunities for groups to access wider range of services and activities.</p>	<p>Yes - where facilities are released and service/activity relocated to alternative facility or if service is delivered by alternative means.</p>		
<p>Place: Area deprivation – where you live, where you work</p>	<p>Yes – co-location opens opportunities for groups to access wider range of services and activities.</p>	<p>Yes - where facilities are released and service/activity relocated to alternative facility or if service is delivered by alternative means.</p>		

Prospects: Socioeconomic background – social class i.e. parents education, employment and income , educational achievement.	Yes – co-location opens opportunities for groups to access wider range of services and activities.	Yes - where facilities are released and service/activity relocated to alternative facility or if service is delivered by alternative means.		
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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.	All protected groups, and other users/groups, of facilities will be positively affected through investment within facilities to be retained to the benefit of all users.	All protected groups, and other users/groups, of facilities will be negatively affected by the closure of facilities which are currently used to support service delivery with current activities/service provided to be redirected to other facilities or serve delivered by alternative means .
	All protected groups, and other users/groups, of facilities will be positively affected through, where relevant, access to wider range of services and/or activities when co-located or activity accommodated within larger facilities.	

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?	To date, no affected groups have been consulted as part of the emerging rationalisation programme. Consultation with affected groups will take place upon identification of facilities to be considered for release.

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
	Review impact of potential releases on case by case basis	As part of ongoing review with Services
	Consider suitability of alternative facilities for co-location and or support/maintain service delivery.	As part of ongoing review with Services
	Consider alternative methods of service delivery to enable release of facilities	As part of ongoing review with Services

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).	Monitoring arrangements to be developed on a case by case basis as review with Services progresses with different facilities accommodating/impacting on different groups. Monitoring arrangements also to be developed during implementation of any rationalisation programme.

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	2	Negative Impacts have been identified, these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.

	All users of operational facilities, including those within protected groups, will be negatively impacted where facilities are to be released. This impact will be mitigated, where practicable, through co-location to maintain service delivery; consideration of alternative means of service delivery; and, investment within facilities being retained.	
	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.

The justification that activity can proceed is that mitigation has been identified as noted in stage 12 (item 2) above, in addition to the reduction in budgets which will significantly impact the ability to sustain current number of operational facilities.

The overall approach is to concentrate the Council's resources in a smaller number of better run/maintained facilities. Although the need to reduce costs will be a significant driver, the intention is to achieve efficiencies that will result in an overall improvement in facilities. As each asset is reviewed mitigating the impact on users will be a primary consideration. As the strategy develops more detailed EIA's will be prepared setting out the impact.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Business Services; Property and Facilities Management	
	2) Title of Policy/Activity	Estate Rationalisation (if appropriate)	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Andy Moir Position: Principal Asset Management Officer Date: Signature:	Name: Position: Date: Signature:
		Name: Position: Date: Signature:	Name: Position: Date: Signature:
4) Consultation with Service Manager	Name: John Gahagan; Estate Manager Date:		

5) Authorisation by Director or Head of Service	Name: Allan Whyte Position: Head of Property and Facilities Management Date:	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:	

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Service input to review draft rationalisation recommendations	February 2020	August 2020	Principal Asset Management Officer		Services to commit resources to review and consider recommendations.
Impact on user groups where affected by facilities identified for release	February 2020	August 2020	Principal Asset Management Officer and Service Reps	High level impacts to be established as part of detailed review with affected Services	
Detailed draft Asset Rationalisation Programme to be prepare.	August 2020		Principal Asset Management Officer	List of facilities identified for potential release, agreed with Services, along with tentative timescales.	
Review impact of potential releases	February 2020	August 2020	Principal Asset Management Officer and Service Reps	To be undertaken as part of review process	
Consider suitability of alternative facilities	February 2020	August 2020	Principal Asset Management Officer and Service Reps	To be undertaken as part of review process	
Consider alternative methods of service delivery	February 2020	August 2020	Service Reps	To be undertaken as part of review process	