

**EQUALITY IMPACT ASSESSMENT**

EIA Version	Date	Author	Changes
2	18.2.21	R. O'Hare	

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	Legal and People
Section	Governance, HR Operational and Transactional
Title of the activity etc.	Reduction in staffing posts
Aims and desired outcomes of the activity	Contribute towards overall budget savings for Business Services. The proposal will involve removing posts which are currently vacant.
Author(s) & Title(s)	Ruth O'Hare, Acting Legal Service Manager (Governance) and Glenda Gray, HR Manager

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).	The workforce in terms of the HR Operational and Transactional teams is predominantly female.	There is the potential for females to be disadvantaged if the removed posts are commonly held by that group.
Internal consultation with staff and other services affected.	Consultation has been undertaken with Elected Members and staff; reduction in staffing will have impact on service delivery.	The nature of the service currently provided by the teams will require to be reviewed as a result of the reduction in staffing posts.

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

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

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

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

Stage 8: What are the positive and negative impacts?		
Impacts.	Positive	Negative
Please detail the potential positive and/or negative impacts you have highlighted above. Detail the impacts and describe those affected.		Because the posts in the HR Operational and Transactional Team are predominantly held by females there is the potential for there to be a negative impact on that protected group by reducing the availability of posts for female job applicants


**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?	N/A
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**Stage 10: 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.	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).	Budget monitoring will be ongoing and opportunities to promote equality of opportunity insofar as posts within the service will be explored where possible.
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**Stage 12: What is the outcome of the Assessment?**

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.
	N/A	
	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	<p>The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen</p> <p>There is a potential negative impact on the protected group “sex” on the basis that the vacant posts in HR Operational and Transactional are predominantly held by females. However, the posts in question are all currently vacant. Therefore, there is no direct impact on employees and no mitigation measures have been identified as necessary at this time. There may be a potential impact on future job applicants, but steps will be taken to identify opportunities to promote equality of opportunity in respect of the remaining posts within the service where possible.</p> <p>In terms of the impact on existing employees the potential for increased workloads for the remaining team members will be mitigated by a review of the current service provisions with a view to identifying what can realistically be achieved within current staffing resources.</p>

* 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	Legal and People, Governance	
	2) Title of Policy/Activity	Reduction in staffing posts	
	3) <b>Authors:</b> I/We have completed the equality impact assessment for this policy/activity.	Name: Ruth O’Hare Position: Acting Legal Service Manager (Governance) Date: 18.2.21 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: Karen Wiles Position: Head of Service 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: N/A
7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk		Date:

