

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	Human Resources & Organisational Development (HR&OD)
Title of the activity etc.	Review of Budget 2019/20
Aims of the activity	<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>To balance the budget savings an estimated £367K must be achieved. This is being delivered through the deletion of identified posts and continued vacancy management throughout the financial year.</p>
Author(s) & Title(s)	Laura Simpson, Head of HR&OD

Stage 2: List the evidence that has been used in this assessment.

<p>Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).</p>	<p>askHR data customer feedback Number and gender composition of those staff affected by the budget reduction</p>
<p>Internal consultation with staff and other services affected.</p>	<p>Business Services Leadership Team HRMT HR&OD Teams</p>
<p>External consultation (partner organisations, community groups, and councils).</p>	<p>N/A</p>
<p>External data (census, available statistics).</p>	<p>SPDS Information CoSLA Information</p>
<p>Other (general information as appropriate).</p>	<p>Awareness of other LA organisational structures, delivery and budgets as part of service reviews</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: 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			Y	
Age – Older			Y	
Disability			Y	
Race – (includes Gypsy Travellers)			Y	
Religion or Belief			Y	
Sex (Gender – male/female)			Y	
Pregnancy and maternity			Y	
Sexual orientation – (includes Lesbian/ Gay/Bisexual)			Y	
Gender reassignment – (includes Transgender)			Y	
Marriage and Civil Partnership			Y	

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.	For all characteristics the expected impact is neutral.	For all characteristics the expected impact is neutral.

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?	HR&OD Team will be consulted in the relevant changes affecting them.
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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
	Engagement with the affected Teams in relation to the changes that will be made within HR&OD.	
	HR Managers and Team Leaders are fully aware that they have to manage all the vacant posts in order to make the necessary savings.	

Stage 9: What steps can be taken to promote good relations between various groups?

These should be included in the action plan.

Ongoing dialogue with Teams and communication, involving all relevant staff at appropriate times.

Stage 10: How does the policy/activity create opportunities for advancing equality of opportunity?

N/A

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

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.

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.

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. All staff, regardless of gender, will be treated in an equitable manner and in accordance with the relevant HR policies and procedures.

3

The activity will have negative impacts which cannot be mitigated fully – please explain.
* Please fill in Stage 13 if this option is chosen

	<p>The impact of the proposed deleted posts (equivalent to 13.4FTE Grade F posts potentially from within the Transactional Teams) would be significant, 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.</p> <p>All non-core activities, including any development work, would have to cease with all remaining staff focussing on core tasks. It is anticipated that any such reduction in staff numbers would result in an increase in non-contractual hours worked, including overtime, with the resultant impact on the Service's budget.</p> <p>It should be noted that the removal of posts within the Transactional Teams is dependent on the continuing rollout of self-service functionality, specifically travel & expenses, absence recording and timesheets, across all services.</p>
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* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.
<p>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.</p>

Stage 14: Sign off and authorisation.			
Sign off and authorisation.	1) Service and Team	Customer Communication & Improvement, Business Services	
	2) Title of Policy/Activity	Budget 2018/19	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Pamela Bruce Position: Health & Safety Manager Date: 18 January 2019 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: 18 January 2019	Name: Position: Date:
	6) If the EIA relates to a matter that must 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:

