



EQUALITY IMPACT ASSESSMENT

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions).	
Service	Infrastructure Services
Section	Housing
Title of the activity etc.	Budget Savings 2018/19
Aims of the activity	To deliver Housing related services that are part of the General Fund <ol style="list-style-type: none"> 1. Affordable Housing 2. Homeless Persons 3. Improvement & Repair Grants 4. Gypsies/ Travellers 5. Housing Support – Commission housing support to sheltered housing tenants in RSL accommodation.
Author(s) & Title(s)	Rob Simpson, Head of Housing Angela Keith, Housing Manager Allan Jones, Housing Manager Alexander MacLeod, Housing Manager
Stage 2: List the evidence that has been used in this assessment.	
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Budget Monitoring data, Impact of Scottish Social Housing Charter and requirements of Scottish Housing Regulator; Care Inspectorate Returns, Tenant Feedback and Customer Service analyses.
Internal consultation with staff and other services affected.	Corporate and Housing Finance; Housing Management Team (HMT)

External consultation (partner organisations, community groups, and councils).	Tenants Groups & TPPT, RSL's, Housing Support Providers.
External data (census, available statistics).	Scotland's Housing Network data; Housemark data, Scottish Government statistics, Care Inspectorate; Aberdeen City and Shire Housing Need and Demand Assessment
Other (general information as appropriate).	

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			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	

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.	N/A	N/A

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?	

Stage 8: What mitigating steps will be taken to remove or reduce negative impacts?		
These should be included in	Mitigating Steps	Timescale
		N/A

any action plan at the back of this form.		

Stage 9: What steps can be taken to promote good relations between various groups?	
These should be included in the action plan.	

Stage 10: How does the policy/activity 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).	

Stage 12: What is the outcome of the Assessment?		
Please complete the appropriate box/boxes	1	No negative impacts have been identified – please explain.
	As these budgets remains unchanged for 2018/19 and where there are pressures, these will be absorbed within existing resources, so no negative impact is identified.	
	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			
	2) Title of Policy/Activity	(if appropriate)		
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Rob Simpson Position: Head of Housing Date: 23rd January 2018 Signature:	Name: Angela Keith Position: Housing Manager Date: 23rd January 2018 Signature:	
		Name: Allan Jones Position: Housing Manager Date: 23rd January 2018 Signature:	Name: Alexander MacLeod Position: Housing Manager Date: 23rd January 2018 Signature:	
	4) Consultation with Service Manager	Name: Date:		
	5) Authorisation by Director or Head of Service	Name: Stephen Archer Position: Director of Infrastructure Date: 23rd January 2018	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: eia@abdnshire	Date:
(Equalities team to complete) Has the completed form been published on the website? YES/NO		Date:

Action Plan					
Action	Start	Complete	Lead Officer	Expected Outcome	Resource Implications
Monitor the implementation of the HRA Business Plan	Ongoing	Ongoing	Head of Housing	Ensure the plan delivers a high quality housing service and continues to have no negative impact on protected groups	HRA Business Plan Review Group
Undertake Equality Impact Assessments on specific projects and activities arising from the Plan	Ongoing	Ongoing	Head of Housing	Ensure the plan delivers a high quality housing service and continues to have no negative impact on protected groups	Individual Project Leads
Monitor the impact of service delivery and compliance with the outcomes of the Scottish Social Housing Charter	Ongoing	Every three years or as appropriate	Housing Manager (Tenancy Services)	Ensure that the council achieves a high level of customer satisfaction from various housing activities	Individual Project Leads