

Equality and Human Rights Impact Assessment



1. Name of function, policy or procedure

EP&I Directorate Business Plan 2011-14

2. Is this function, policy or procedure New x Reviewed

3. Officers completing this form

Name	Designation	Service	Directorate
Brian Morgan	Service Development Manager	Directorate Support	Enterprise Planning and Infrastructure

4. Date of Impact Assessment 14 August 2011

5. Lead council service(s) involved in the delivery of this function, policy, procedure

All Services in EP&I Directorate

6. Who else is involved in the delivery of this function, policy or procedure? (for example other Council services or partner agencies)
(if none go to question 8)

Partner Agencies as identified in Business Plan

7. How have they been involved in the equality and human rights impact assessment process?

Informal and formal communications with Partners listed are on-going as part of proposed collaborative actions identified in Business Plan

8. What are the main aims of the function, policy or procedure? Please list

The report sets out the Business Plan for the EPI Directorate for the period 2011-14. The Business Plan analyses the strategic environment and identifies key partners. It lays out the current staffing establishment and the current budgetary position. Most importantly it details the high level priorities and outcomes which are planned to be achieved by Directorate services and their partners while at the same time ensuring that these are linked to National and Corporate priorities

9. Who are the main beneficiaries of the function, policy or procedure? Please list

Residents, Partner organisations and businesses in Aberdeen, including stakeholders, many of whom are also involved in the preparation of the Aberdeen Local Development Plan – the development industry, key agencies, citizens and other Council services.

10. Is the function, policy or procedure intended to increase equality of opportunity by permitting positive action or action to redress disadvantage?

Yes

No

Give details

The business plan provides for engagement with all service users and stakeholders through a variety of mechanisms including city wide events, the use of focus groups and forums, service user questionnaires and publicity including web based information. In FY 2011-12 the EP&I Directorate will be involved in the Civic Voice process.

11. What impact will the function, policy or procedure have on promoting good relations and wider community cohesion?

The document invites people to participate by submitting representations, regardless of who they are, or where they live.

12. What evidence is there to identify any potential positive or negative impacts?

Evidence	Details
Consultation	As part of service delivery all services in the EP&I Directorate consult as a matter of course with stakeholders and service users. In certain specific cases this is a statutory requirement. In other cases government guidance and advice is carefully followed.
Research	Depending on the service context there may be specific research conducted by officers. For example, an SEA was carried out with the Aberdeen Local Development Plan – Proposed Plan and associated Supplementary Guidance which was approved by Council in August 2010. There will be a review of the SEA when we receive the Reporters recommendations from the current examination of the Plan.
Officer knowledge and experience (including feedback from frontline staff)	Members of staff are consulted on specific service planning issues both individually and through group meetings. Key Partners are also involved in relation to collaborative actions which are planned e.g. ACSEF in relation to the ‘Energetica’ project.
Equality monitoring data	<p>In the EP&I Directorate there will be specific operational contexts where detailed equalities monitoring will be conducted. For example in relation to the completion of the latest Local Development Plan, citizens submitting representation forms to the Main Issues Report were asked to fill in an equalities monitoring form (EMF) which was available online and with the paper representation forms. 56 respondents completed the EMF out of 990 submissions (5.7%) – this was a very low response rate probably reflecting the fact that this was a voluntary exercise. It was found that 5% had a disability, and there was a 40/60 split between females and males. In terms of ethnicity, we had 16% British, 14% English, 66% Scottish and 3.6% gypsy traveller</p> <p>During the actual Local Development Plan consultation people were asked to fill in an EMF. This was made available on the web and with the paper representation forms. 13 filled out the EMF out of 1550 submissions (0.8%) – again this was a very low rate probably reflecting again the voluntary circumstance. It was found that 7% had a disability,</p>

	and there was a 40/60 split between males and females. In terms of ethnicity, the return was 76.9% Scottish, 7.7% English. 7.7% British and 7.7% stating that they were another European ethnic group.
User feedback (including complaints)	Under the HGIOS self assessment framework all services will be required to incorporate this in their service delivery arrangements for this FY.
Other	N/A

13. Which, if any, equality target groups and others could be affected by this function policy or procedure? Place the symbol in the relevant box.

Equality Target Group	Positive Impact(+)	Neutral Impact (0)	Negative Impact(-)
Race*		√	
Disability		√	
Gender **		√	
LGB***		√	
Belief		√	
Younger		√	
Older		√	
Others		√	

* Race include Gypsies/Travellers

** Gender includes Transgender

*** LGB: Lesbian, Gay and Bisexual

14. From the groups you have highlighted above, what positive and negative impacts do you think the function, policy or procedure might have?

Detail the impacts and describe the groups affected.

Positive impacts (describe groups affected)	Negative Impacts (describe groups affected)
The service planning process provides for consultation and feedback with all stakeholder and service users. We expect as a consequence that both citizens and partners will have increased awareness of proposed actions and in some cases feel an increased sense of 'ownership'	We are operating in a climate of very severe budgetary constraint. This has entailed changes to service provision which may be interpreted as 'cuts' by sections of the population. This interpretation may be re-inforced by local media. Part of this perception will be alleviated as customers become accustomed to new ways of working. We recognise that changes to established delivery patterns – for example an increased use of ITC - may have an unsettling effect on service users in the short term

15. Does this policy/procedure have the potential to interfere with an individual's rights as set out in the Human Rights Act 1998? State which rights might be affected by ticking the appropriate box(es) and how. **If you answer "no", go to question 19.**

- | |
|--|
| <input type="checkbox"/> Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
<input type="checkbox"/> Article 6 – Right to a fair and public hearing
<input type="checkbox"/> Article 8 – Right to respect for private and family life, home and |
|--|

correspondence

- Article 10 – freedom of expression
- Other article not listed above

How?

Legality

16. Where there is a potential negative impact is there a legal basis in the relevant domestic law?

Legitimate aim

17. Is the aim of the policy a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

Proportionality

18. Is the impact of the policy proportionate to the legitimate aim being pursued? Is it the minimum necessary interference to achieve the legitimate aim?

STEP 6: Monitor and review (To complete this section please use the notes on page 18 of the guide to the Equality and Human Rights Impact Assessment).

19. How will you monitor the implementation of the function, policy or procedure? (For example, customer satisfaction questionnaires)

The achievement of planned service outcomes will be monitored monthly through the use of identified KPIs and service performance will be reported quarterly to the EP&I Committee

20. How will the results be used to develop the function policy or procedure?

The HGIOS self assessment framework provides for periodic review of service delivery and encourages the adoption of immediate responses to user and other internal feedback

21. When is the function, policy or procedure due for review?

The EP&I Business Plan is subject to annual review and annual reporting.

22. Where will you publish the results of the Equality and Human Rights Impact Assessment?

Please indicate as follows by ticking the appropriate box(es).

Summary of EHRIA will be published in committee report under section "Equality Impact Assessment"

Full EHRIA will be attached to the committee report as an appendix


Summary of EHRIA to be published on council website within relevant service pages

Other, please state where:

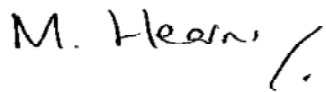
23. Please summarise the results of the Equality and Human Rights Impact Assessment and give an overview of whether the policy, procedure or function will meet the Council's responsibilities in relation to equality and human rights. This summary needs to include any practical actions you intend to take / have taken to reduce, justify or remove any adverse negative impacts.

As previously stated the planning process provides for full engagement with partner organisations, service users and stakeholders. We would expect that adverse comment, such as equalities related complaints, would bring an immediate response from service managers. Our arrangements for QA in the EP&I Directorate, notably the use of monthly performance e scorecards, provide another means whereby service performance in this respect will be monitored and trends requiring remedial action identified.

Person completing the impact assessment

Name	Date	Signature
Brian Morgan	14/08/2011	

Quality check: document has been checked by

Name	Date	Signature
Michael Hearn	15/08/11	

Head of Service (Sign-off)

Name	Date	Signature