

<b>Equality and Human Rights Impact Assessment:</b>											
<b>Policy / Project / Function:</b>	Community Council Protocol										
<b>Date of Assessment:</b>	8 August 2013										
<b>Assessment Pre-screening Rating:</b>  (See Completion Notes)	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Red</td> <td>Red Amber</td> <td>Amber</td> <td>Green</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Red	Red Amber	Amber	Green		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>								
Red	Red Amber	Amber	Green								
<b>Reason for that decision</b>	This project will have largely positive impacts on all and is not likely to discriminate.										
<b>Type of Assessment Performed:</b>  Please Tick ✓	<table style="width: 100%;"> <tr> <td>Systematic Policy Assessment</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Consultation</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Meeting</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </table>	Systematic Policy Assessment	<input checked="" type="checkbox"/>	Consultation	<input type="checkbox"/>	Meeting	<input type="checkbox"/>	Other	<input type="checkbox"/>		
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<b>Please list any other policies that are related to or referred to as part of this assessment</b>											
<b>Who does the policy, project or function affect ?</b>  Please Tick ✓	<table style="width: 100%;"> <tr> <td>Employees</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Applicants</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Other (List Below) Community Councillors and elected members</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Service Users	<input checked="" type="checkbox"/>	Applicants	<input type="checkbox"/>	Members of the Public	<input type="checkbox"/>	Other (List Below) Community Councillors and elected members	<input checked="" type="checkbox"/>
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<b>Equality and Human Rights Impact Assessment:</b>	
<b>What are the aims and intended effects of this policy, project or function?</b>	To establish a more effective relationship between the Council and Community Councils across Aberdeen.
<b>What Equality Data is available relating to the use or implementation of this policy, project or function ?</b>  (See Completion notes)	<p>Equality data is internal or external information that may indicate how the activity or policy being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>No data is collated or monitored</p>
<b>List the outcomes from any consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function</b>	<p>The Community Council Forum has worked with the Community Council Liaison Officer to develop the protocol.</p> <p>Officers and Elected Members have been consulted and to date no comments have been submitted.</p>
<b>Financial Assessment</b>  If applicable, state any relevant cost implications (e.g. expenses, returns or savings) as a direct result of implementing this policy, project or function	<p><b>Costs (£)</b></p> <p>Implementation £ <input type="text"/></p> <p>Projected Returns£ <input type="text"/></p> <p>Projected Savings £ <input type="text"/></p>

**How does this proposal contribute to the public sector equality duty: to eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations?**

**The proposal should help to foster good relations.**

**How does this proposal link to the Council's Equality Outcomes?**

**For Example:**

Equality Outcome#5: Effective customer service that is aware of the differences and requirements of different groups

Equality Outcome#19: Improved awareness, knowledge and understanding of diversity and equality

This proposal links to Outcomes 4,5 and 6

Equality Outcome 4: Clear, fast, reliable and accessible procedure to contact people and deal with complaints

Equality Outcome 5: Effective customer service that is aware of the differences and requirements of different groups

Equality Outcome 6: An increased proportion of council communication adheres to Accessible Information Guidelines

**Equality Impact Assessment Test:**

**What impact will implementing this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

<b>Protected Characteristic:</b>	<b>Neutral Impact:</b>	<b>Positive Impact:</b>	<b>Negative Impact:</b>	<b>Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists</b>
<b>Age</b> (People of all ages)		√		Impact should be positive as this ties in with the Council's commitment to accessible information, provided through a variety of means. We are minded that dissemination of information should not be limited to electronic only.
<b>Disability</b> (Mental, Physical, Sensory and Carers of disabled )		√		As above, commitment to making the process more accessible
<b>Gender Reassignment</b>				
<b>Marital Status</b> (Married and Civil Partnerships)				
<b>Pregnancy and Maternity</b>				

**Equality Impact Assessment Test:**

**What impact will implementing this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

Protected Characteristic:	Neutral Impact:	Positive Impact:	Negative Impact:	Evidence of impact and if applicable, justification where a <i>Genuine Determining Reason</i> exists
<b>Race</b> (All Racial Groups including Gypsy/Travellers)				
<b>Religion or Belief or Non-belief</b>				
<b>Sex</b> (Women and men)		√		As above
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay and Bisexual)				

<b>Human Rights Impact Assessment Test:</b>	
<b>Does this proposal have the potential to impact on an individual's Human Rights?</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
<b>Evidence of impact and , if applicable, justification where the impact is proportionate</b>	
<b>Article 3: <i>Right not to be subjected to torture, inhumane or degrading treatment or punishment</i></b>	
<b>Article 6 <i>Right to a fair and public hearing</i></b>	
<b>Article 8 <i>Right to respect for private and family life, home and correspondence</i></b>	
<b>Article 10 <i>Freedom of expression</i></b>	
<b>Other article not listed above</b>	

<b>Assessment Summary and Sign Off</b>	
<b>Overall Assessment Rating:</b>  (See Completion Notes)	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> Red         </div> <div style="text-align: center;"> <input type="checkbox"/> Red Amber         </div> <div style="text-align: center;"> <input type="checkbox"/> Amber         </div> <div style="text-align: center;"> <input checked="" type="checkbox"/> Green         </div> </div>
<b>Reason for that decision</b>	As the focus of the protocol is on improving relationships, the impact is going to be largely positive.
<b>This Equality and Human Rights Impact Assessment was completed by:</b>  <b>(Name and Service)</b>	Karen Riddoch Community Council Liaison Officer Legal and Democratic Services

**Action Planning:**

**As a result of performing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by *The Equality Act 2010* ?**

Identified Risk:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:



<b>Completion Notes:</b>	
<b>Assessment Pre-screening Rating:</b>	<p>This section will highlight where there is the obvious potential for a negative impact and subsequent risk of negative media coverage and reputational damage to the council. Therefore a full impact assessment is required, for example around sensitive issues such as marching, Gypsy/ Traveller issues, change to social care provision.</p> <p>It should also be completed to evidence why a full impact assessment was not required, for example, where there is no potential negative impact on people.</p>
<b>Assessment Rating:</b>	<p>After completing this document, rate the overall assessment as follows:</p> <p><b>Red:</b> As a result of performing this assessment, it is evident that we will discriminate (direct, indirect, unintentional or otherwise against one or more of the nine groups of people who share <i>Protected Characteristics</i>. It is essential that the use of the activity or policy be suspended until further work or assessment is performed and the discrimination is removed.</p> <p><b>Red Amber:</b> As a result of performing this assessment, it is evident that a risk of negative impact exist to one or more of the nine groups of people who share <i>Protected Characteristics</i>. However, a genuine determining reason may exist that could legitimise or justify the use of this activity or policy and further professional advice should be taken.</p> <p><b>Amber:</b> As a result of performing this assessment, it is evident that a risk of negative impact exists and this risk may be removed or reduced by implementing the actions detailed within the <i>Action Planning</i> section of this document.</p> <p><b>Green:</b> As a result of performing this assessment, the policy or activity does not appear to have any adverse impacts on people who share <i>Protected Characteristics</i> and no further actions are recommended at this stage.</p>
<b>Equality Data:</b>	<p>Equality data is internal or external information that may indicate how the activity or policy being analysed can affect different groups of people who share the nine <i>Protected Characteristics</i> – referred to hereafter as '<i>Equality Groups</i>'.</p> <p>Examples of <i>Equality Data</i> include: (this list is not definitive)</p> <ol style="list-style-type: none"> <li>1: Application success rates by <i>Equality Groups</i></li> <li>2: Complaints by <i>Equality Groups</i></li> <li>3: Service usage and withdrawal of services by <i>Equality Groups</i></li> <li>4: Grievances or decisions upheld and dismissed by <i>Equality Groups</i></li> </ol>

<p><b>Genuine Determining Reason</b></p>	<p>Certain discrimination may be capable of being justified on the grounds that:</p> <ul style="list-style-type: none"> <li>(i) <i>A genuine determining reason exists</i></li> <li>(ii) <i>The action is proportionate to the legitimate aims of the organisation</i></li> </ul> <p>Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessments.</p>
<p><b>Human Rights</b></p>	<p>The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.</p>
<p><b>Legal Status:</b></p>	<p>This document is designed to assist us in “<i>Identifying and eliminating unlawful Discrimination, Harassment and Victimisation</i>” as required by <i>The Equality Act Public Sector Duty 2011</i>. An Equality Impact Assessment is not, in itself, legally binding and should not be used as a substitute for legal or other professional advice.</p>