

Equality and Human Rights Impact Assessment - the Form

There are separate guidance notes to accompany this form – “Equality and Human Rights Impact Assessment – the Guide.” Please use these guidance notes as you complete this form. Throughout the form, **proposal** should be understood broadly to include the full range of our activities and could refer to a decision, policy, strategy, plan, procedure, report or business case, embracing a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Essentially everything we do!

STEP 1: Identify essential information

1. Committee Report No.

2. Name of proposal.

3. Officer(s) completing this form.

Name	Designation	Service	Directorate
Carol Wright	Senior Finance Officer (Projects)	Finance	Corporate Governance

4. Date of Impact Assessment.

5. When is the proposal next due for review?

6. Committee Name.

7. Date the Committee is due to meet.

8. Identify the Lead Council Service and who else is involved in delivering this proposal (for example other Council services or partner agencies).

Whilst the Lead in the preparation of the budget and the monitoring of expenditure to budget thereafter is Corporate Governance, ALL Directorates are responsible for the delivery of their services within the budget provided.

9. Please summarise this Equality and Human Rights Impact Assessment (EHRIA). This must include any practical actions you intend to take or have taken to reduce, justify or remove any adverse negative impacts. This must also include a summary of how this proposal complies with the public sector equality duty for people with protected characteristics - see Step 2. **Please return to this question after completing the EHRIA.**

This EHRIA is to highlight to Council that within the proposed budget for 2014/15, and the indicative years there-after, there are currently no additional savings to be made.

Within the budget presented to this February 2014 Council Budget Meeting there are no new savings for which approval is sought.

The impact on equality groups was addressed in the approval of the indicative 5 year position in February 2011 & February 2012– EHRIA's having been prepared and published at that time. Services review and amend EHRIA as required in the implementation of the PBB Savings.

10. Where will you publish the results of the Equality and Human Rights Impact Assessment? Tick which applies.

- Para 9 of EHRIA will be published in committee report in Section 6 "Impact"
- Full EHRIA will be attached to the committee report as an appendix
- Copied to Equalities Team to publish on the Council website

STEP 2: Outline the aims of the proposal

11. What are the main aims of the proposal?

To provide Council with details of the 2014/15 general fund revenue budget along with indicative five year budget.

12. Who will benefit most from the proposal?

Aberdeen citizens will benefit from fiscal certainty for 2014/15. Aberdeen City Council have a defined framework which reflects priorities and provides a degree of continuity as it is a rolling five year plan for the period 2014/15 to 2018/19.

13. You should assess the impact of your proposal on equality groups and tell us how implementing this proposal will impact on the needs of the public sector equality duty to: eliminate discrimination, harassment and victimisation; advance equality of opportunity; and foster good relations.

The council in anticipation of setting its budget for 2011/12 undertook an extensive

priority-based budgeting (PBB) exercise that reviewed all costs being incurred across council services over a five year period. This led to the production of a five-year business plan outlining the financial position over the five years and this has been updated to reflect a more detailed understanding of the cost pressures, financial out-turn and Scottish Government settlement figures.

Within the budget presented to this February 2014 Council Budget Meeting there are no new savings for which approval is sought.

The impact on equality groups was addressed in the approval of the indicative 5 year position in February 2011 & February 2012– EHRIA's having been prepared and published at that time. Services review and amend EHRIA as required in the implementation of the PBB Savings.

STEP 3: Gather and consider evidence

15. What **evidence** is there to identify any potential positive or negative impacts in terms of involvement, consultation, research, officer knowledge and experience, equality monitoring data, user feedback and other? You must consider relevant evidence, including evidence from equality groups.

This EHRIA informs the Council that the impact on equality groups was addressed in the approval of the indicative 5 year position in February 2011 & February 2012– EHRIA's having been prepared and published at that time. Services review and amend EHRIA as required in the implementation of the PBB Savings.

STEP 4: Assess likely impacts on people with Protected Characteristics

16. Which, if any, people with protected characteristics and others could be affected positively or negatively by this proposal? Place the symbol in the relevant box. Be aware of cross-cutting issues, such as older women with a disability experiencing poverty and isolation.

Please note that as expressed above no additional savings require approval by Council in February 2014; any impact upon “protected characteristics” was addressed in the published EHRIA for already approved savings included in the baseline budget for the rolling 5 year period.

(Positive +, neutral 0, - negative)

Protected Characteristics					
Age - Younger		Disability		Gender Reassignment*	
Older					
Marriage or Civil Partnership		Pregnancy and Maternity		Race**	
Religion or Belief		Sex (gender)***		Sexual orientation****	
Others e.g. poverty					

Notes:

- * Gender Reassignment includes Transsexual
- ** Race includes Gypsy/Travellers
- *** Sex (gender) i.e. men, women
- **** Sexual orientation includes LGB: Lesbian, Gay and Bisexual

17. Please detail the potential positive and/or negative impacts on those with protected characteristics you have highlighted above.

In making the assessment you must consider relevant evidence, including evidence received from individuals and equality groups. Having considered all of these elements, you must take account of the results of such assessments. This requires you to consider taking action to address any issues identified, such as removing or mitigating any negative impacts, where possible, and exploiting any potential for positive impact. If any adverse impact amounts to **unlawful discrimination**, the policy must be amended to avert this. Detail the impacts and describe those affected.

Positive impacts (describe protected characteristics affected)	Negative Impacts (describe protected characteristics affected)
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Please note that as expressed above no additional savings require approval by Council in February 2014; any impact upon “protected characteristics” was addressed in the published EHRIA for already approved savings included in the baseline budget for the rolling 5 year period.

STEP 5: Human Rights - Apply the three key assessment tests for compliance assurance

18. Does this proposal/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 saying how. **If you answer "no", go straight to question 22.**

- Article 3 – Right not to be subjected to torture, inhumane or degrading treatment or punishment
- Article 6 – Right to a fair and public hearing
- Article 8 – Right to respect for private and family life, home and correspondence
- Article 10 – freedom of expression
- Other article not listed above

How?

Not applicable

Legality

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

Not applicable

Legitimate aim

20. Is the aim of the policy identified in Steps 1 and 2 a legitimate aim being served in terms of the relevant equality legislation or the Human Rights Act?

Not applicable

Proportionality

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

Not applicable

STEP 6: Monitor and review

22. How will you monitor the implementation of the proposal? (For example, customer satisfaction questionnaires)

A formal monitoring and reporting process exists for regular spend to budget information being presented to Corporate Management Team and Committees/Council as required.

Individual savings within the budget are monitored via the Sponsoring Group.


23. How will the results of this impact assessment and any further monitoring be used to develop the proposal?

The EHRIA prepared for the already approved savings are reviewed and amended as necessary should there be any change in the method of implementation of the savings or where there are significant changes in the demographics relating to individual options.


STEP 7 SIGN OFF

The final stage of the EHRIA is formally to sign off the document as being a complete, rigorous and robust assessment.


Person(s) completing the impact assessment.

Name	Date	Signature
Carol Wright (Senior Finance Officer, Projects)	24/01/14	

Quality check: document has been checked by

Name	Date	Signature
Steven Whyte (Chief Accountant)	24/1/14	

Head of Service/ Director (Sign-off)

Name	Date	Signature
Pete Leonard (Director of Housing & Environment)	23/01/14	

Now –

Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal to:

Equalities Team
Customer Service and Performance
Corporate Governance
Aberdeen City Council
Business Hub 13
Second Floor North
Marischal College
Broad Street
Aberdeen
AB10 1AB

Telephone 01224 523039 Email sandrab@aberdeencity.gov.uk