

# Equality and Human Right Impact Assessment: The Form



## EHRIA

### Aberdeen City Council

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, **the word “proposal” refers to policy, strategy, plan, procedure, report or business case.** This then, embraces a range of different actions such as setting budgets, developing high level strategies and organisational practices such as internal restructuring. Please also refer to the “Completion Terminology” at the end of the form.

## 1:Equality and Human Rights Impact Assessment- Essential Information

<b>Name of Proposal:</b> Master Data Management	<b>Date of Assessment:</b> 22 October 2015												
<b>Service:</b> IT & Transformation	<b>Directorate:</b> Corporate Governance												
<b>Committee Name or delegated power reference</b> (Where appropriate): Finance, Policy and Resources	<b>Date of Committee</b> (Where appropriate): 03 December 2015												
<b>Who does this proposal affect?</b>  Please Tick ✓	<table> <tr> <td>Employees</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Job Applicants</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Service Users</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Members of the Public</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Other (List below)</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Elected Members</td> <td></td> </tr> </table>	Employees	<input checked="" type="checkbox"/>	Job Applicants	<input type="checkbox"/>	Service Users	<input checked="" type="checkbox"/>	Members of the Public	<input checked="" type="checkbox"/>	Other (List below)	<input checked="" type="checkbox"/>	Elected Members	
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## 2: Equality and Human Rights Impact Assessment- Pre-screening

**Is an impact assessment required?**

Yes

☒

No

☐

**If No, what is the evidence to support this decision?**

(Once this section is completed, please complete section 8 of the form).

### 3: Equality and Human Rights Impact Assessment

**a- What are the aims and intended effects of this proposal?**

Master Data Management is a core foundation for providing digital services and business intelligence across our Council services through a single solution. Master Data Management will allow us to improve our customer experience, improve our staff experience and make better use of our resources within and external to our organisations alongside our partners such as the NHS.

Over time, this rich joined up information will allow us to design and deliver services based on our people's real needs, in real time; that is for our children and vulnerable communities, our economic development, our housing, our environmental sustainability and our transport and infrastructure. We will have the business intelligence and single view of the customer we need to accurately predict levels of demand for our services.

**b- What equality data is available in relation to this proposal?**

(Please see guidance notes)

There is currently no equality data held, however, monitoring of this proposal will be conducted through the Council's Digital Governance and Transformation Boards.

<b>c- List the outcomes from any consultation that relate to equalities and/or human rights issues e.g. with employees, service users, Unions or members of the public that has taken place in relation to the proposal.</b>	None undertaken
<b>d- Financial Assessment</b>  If applicable, state any relevant cost implications or savings expected from the proposal.	<div> <b>Costs (£)</b>  Implementation cost <div>estimated from £750 to 1 million</div> </div> <div> Projected Savings (benefits) <div>benefits estimated approx.£3.5 million</div> </div>

**e- 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 elements of the General Duty addressed will be:

- Eliminate discrimination
- Advance equality of opportunity

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

**Master Data Management links to the following Equality Outcomes:**

Effective customer service that is aware of the differences and requirements of different groups.

Master data management will give the Council a single view of who our customers are, a single view of the 'assets' which make up our city and regions (properties, landscapes, structures, environments, roads etc.); and an understanding of how we manage demand for our services, both reflective and predictive. This will allow the Council a more holistic understanding of its customers, and the services they use, and which will be used to design and deliver services in a way which better meet their needs.

#### 4: Equality Impact Assessment - Test

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

Protected Characteristic:	Neutral Impact: Please ✓	Positive Impact: Please ✓	Negative Impact: Please ✓	Evidence of impact and if applicable, justification where a ' <i>Genuine Determining Reason</i> '* exists *( see completion terminology)
<b>Age</b> (People of all ages)		✓		Master data management will give the Council a joined up understanding of our customers and their needs which will allow us to design and deliver services around them.
<b>Disability</b> (Mental, Physical, Sensory and Carers of Disabled people)		✓		<p>Master data management will give the Council a joined up understanding of our customers and their needs which will allow us to design and deliver around them. As the Council uses master data management to build business intelligence capability, we will have a single view of our customers, and a joined up understanding of the services they access across the Council. This being the case, the more of our services a customer uses, the more of a positive impact master data management is likely to have on the way a customer interacts with us. This is because accessing council service takes time and effort for our customers, and master data management will give the Council a more holistic understanding of each customer's needs, meaning we can streamline and join up the way that we deliver services to meet those needs.</p> <p>On the opposite end of the spectrum, it will also mean that we have the bigger picture about trends and links between our different services and how they are used by our customers, which will give us the potential to both streamline and personalise the routes by which our customers access them, depending on their needs.</p>
<b>Gender Reassignment</b>	✓			

<b>Marital Status</b> (Marriage and Civil Partnerships)	√			
<b>Pregnancy and Maternity</b>	√			
<b>Equality Impact Assessment Test:</b>				
<b>What impact will implementing this proposal have on employees, service users or other people who share characteristics protected by <i>The Equality Act 2010</i> ?</b>				
<b>Protected Characteristic:</b>	<b>Neutral Impact:</b> Please √	<b>Positive Impact:</b> Please √	<b>Negative Impact:</b> Please √	<b>Evidence of impact and if applicable, justification where a '<i>Genuine Determining Reason</i>'* exists</b> *( see completion terminology)
<b>Race</b> (All Racial Groups including Gypsy/Travellers)	√			
<b>Religion or Belief or Non-belief</b>	√			
<b>Sex</b>	√			



(Women and men)				
<b>Sexual Orientation</b> (Heterosexual, Lesbian, Gay And Bisexual)	√			
<b>Other</b> (e.g: Poverty)		√		Overall, this proposal will have a positive impact, because master data management will allow the Council a more holistic understanding of its customers, and the services they use, and which will be used to design and deliver services in a way which better meet their needs.

## 5: Human Rights Impact Assessment Test

**Does this proposal have the potential to impact on an individual's Human Rights? Evidence of impact and , if applicable, justification where the impact is proportionate**

<b>Article 2 of protocol 1: Right to education</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>
<b>Article 3: Right not to be subjected to torture, inhumane or degrading treatment or punishment</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>

	<b>Evidence:</b>
<b>Article 6: Right to a fair and public hearing</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>
<b>Article 8: Right to respect for private and family life, home and correspondence</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>
<b>Article 10: Freedom of expression</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>
<b>Article 14: Right not to be subject to discrimination</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>
<b>Other article not listed above, please state:</b>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/> <b>Evidence:</b>

6: Assessment Rating:	
<b>Please rate the overall equality and human right assessment</b> (Please see Completion terminology)	<div> <input type="checkbox"/> <b>Red</b> <input type="checkbox"/> <b>Red</b> Amber           <input type="checkbox"/> <b>Amber</b> <input checked="" type="checkbox"/> <b>Green</b> </div>
<b>Reason for that rating:</b>	As a result of performing this proposal does not appear to have any adverse impacts on people who share Protected Characteristics and no further actions are recommended at this stage.

7: Action Planning				
<b>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 <i>The Equality Act 2010</i> ?</b>				
<b>Identified Risk and to whom:</b>	<b>Recommended Actions:</b>	<b>Responsible</b>	<b>Completion</b>	<b>Review</b>

		<b>Lead:</b>	<b>Date:</b>	<b>Date:</b>
		Caroline Anderson	December 2016	December 2016
<b>8: Sign off</b>				
<b>Completed by (Names and Services) :</b>	Caroline Anderson Information Manager IT & Transformation			
<b>Signed off by (Head of Service) :</b>	Simon Haston Head of IT & Transformation			
<p>Please send an electronic copy of your completed EHRIA - without signatures - together with the proposal document and/or committee report to:</p> <p>Equalities Team</p>				

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](mailto:sandrab@aberdeencity.gov.uk)

### 9: Completion Terminology:

<b>Assessment Pre-screening Rating:</b>	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. It should also be completed to evidence why a full impact assessment was not required, example, there is no potential negative impact on people.
<b>Assessment Rating:</b>	After completing this document, rate the overall assessment as follows: <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 proposal

	<p>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 exists 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 proposal 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 proposal 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 proposal 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>
<b>Genuine Determining Reason</b>	<p>Certain discrimination may be capable of being justified on the grounds that:</p> <ol 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> </ol>

	Where this is identified, it is recommended that professional and legal advice is sought prior to completing an Equality Impact Assessment.
<b>Human Rights</b>	The rights set out in the European Convention on Human Rights, as incorporated into the UK Law by the Human Rights Act 1998.
<b>Legal Status:</b>	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.