

EQUALITY IMPACT ASSESSMENT

EIA Version	Date	Author	Changes
1	18 th January 2021	Alexander Macleod	

Stage 1: Title and aims of the activity (“activity” is an umbrella term covering policies, procedures, guidance and decisions including those that affect services the council delivers).	
Service	Infrastructure Services
Section	Housing and Building Standards
Title of the activity etc.	Housing and Building Standards Savings 2021/22
Aims and desired outcomes of the activity	To deliver savings on the Building Standards budget line.
Author(s) & Title(s)	Alexander MacLeod, Housing Manager Strategy

Stage 2: List the evidence that has been used in this assessment and explain what it means in relation to the activity you are assessing.		
Evidence	What does it say?	What does it mean?
Internal data (customer satisfaction surveys; equality monitoring data; customer complaints).	Budget Monitoring data, together with Customer Service analyses.	It provides the data which informs the action taken with regard to consideration of savings
Internal consultation with staff and other services affected.	Building Services Management Team	Informs the decisions taken on savings and implementing them.

External consultation (partner organisations, community groups, and councils).	Customer Service surveys	Feedback to inform any service improvements.
External data (census, available statistics).	Benchmarking with the Scottish Government Building Standards Division,	Provide the data which informs the action taken with regard to consideration of savings in consultation with partners.
Other (general information as appropriate).		

Stage 3: Evidence Gaps.

Are there any gaps in the information you currently hold?	No
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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	N/A

Stage 5: What steps can be taken to promote good relations between various groups/areas?

These should be included in the action plan.	Raising awareness of the shortfall in the budget and consulting as appropriate on the options to address this will promote good relations.
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Stage 6: How does the policy/activity create opportunities for advancing equality of opportunity?

Consulting and informing those affected provides opportunity to input to decision making, advancing equality of opportunity.
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Stage 7a:

Are there potential impacts on protected groups?

The protected groups covered by the equality duty are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Who is affected by the activity or who is intended to benefit from the proposed activity and how? Complete the table below for each protected group by inserting “yes” in the applicable box/boxes below.

	Positive	Negative	Neutral	Unknown
Age – Younger/Older			Yes	
Age - Older			Yes	
Disability			Yes	
Race – (includes Gypsy Travellers)			Yes	
Religion or Belief			Yes	
Sex			Yes	
Pregnancy and maternity			Yes	
Sexual orientation – (includes Lesbian/Gay/Bisexual)			Yes	
Gender reassignment – (includes Transgender)			Yes	
Marriage and Civil Partnership			Yes	

Stage 7b: Do you have evidence or reason to believe that this policy, activity etc. will or may impact on socio-economic inequalities?

This is about trying to be fair to everyone. Part of that is realising that not everyone may be starting at the same place. Some individuals and families may have low income, may have very little or no savings which means they are living from month to month therefore changes to council policies/services may have a greater adverse impact on them.

On this basis you should consider potential impacts on individuals/families by:

- Place: on specific vulnerable areas or communities (SIMD, regeneration, rural) e.g., housing, transport.
- Pockets: household resources, (Income, benefits, outgoings) ability to access a service
- Prospects: peoples life chances e.g., Access to, or ability to access: employment, training, services (such as council or health) or support.

Groups of people who may be impacted include, but not limited to:

<ul style="list-style-type: none"> • Unemployed • Single parents and vulnerable families • People on benefits • Those involved in the criminal justice system • People in the most deprived communities • People who live in rural areas 	<ul style="list-style-type: none"> • Pensioners • Looked after children • Carers including young carers • Veterans • Students • Single adult households • People who have experienced the asylum system 	<ul style="list-style-type: none"> • Those leaving the care setting including children and young people and those with illness • Homeless people • People with low literacy/numeracy • People with lower educational qualifications • People in low paid work • People with one or more protected characteristic
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Please complete by inserting “yes” in the applicable box/boxes below.

Socio-economic disadvantage	Positive	Negative	Neutral	Unknown
Pockets: Low income/income poverty – cannot afford to maintain regular payments such as bills, food, clothing			Yes	

Pockets: Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future			Yes	
Pockets: Material deprivation – being unable to access basic goods and services i.e., financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies			Yes	
Place: Area deprivation – where you live, where you work			Yes	
Prospects: Socioeconomic background – social class i.e., parents' education, employment and income, educational achievement.			Yes	

Stage 8: 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 you have highlighted above. Detail the impacts and describe those affected.		Reduced ability to generate income for Council from building warrants. Reduction in performance of the building standards team.

Stage 9: Have any of the affected groups/areas been involved, engaged with or 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?	As intimated at Stage 2.
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Stage 10: What mitigating steps will be taken to remove or reduce negative impacts?

Mitigating Steps	Timescale
Reduced ability to generate income for Council from building warrants can be accommodated provided there is reduced demand on service, as a consequence of C19 and downturn in housing market. Should there be an increased demand on the service, the additional income generated will enable recruitment of additional staffing capacity.	2021/2022

Stage 11: What monitoring arrangements will be put in place? How the EIA will be used to monitor the proposal

These should be included in any action plan (for example customer satisfaction questionnaires).	Ongoing monitoring of expenditure and savings.
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Stage 12: What is the outcome of the Assessment?

Please complete the appropriate box/boxes	1	No negative impacts have been identified –please explain.

	2	Negative Impacts have been identified; these can be mitigated - please explain. * Please fill in Stage 13 if this option is chosen.
The Housing and Building Standards Service will continue to monitor and evaluate expenditure and the effect of the savings put in place to ensure that services can continue to be provided. Some pressures will be absorbed within existing resources, so any impacts should be minimal.		
	3	The activity will have negative impacts which cannot be mitigated fully – please explain. * Please fill in Stage 13 if this option is chosen

* Stage 13: Set out the justification that the activity can and should go ahead despite the negative impact.

The impact on service users will be minimal.

Stage 14: Sign off and authorisation.

Sign off and authorisation.	1) Service and Team	Housing Strategy and Building Standards	
	2) Title of Policy/Activity	Housing Savings 2021/22 – Building Standards	
	3) Authors: I/We have completed the equality impact assessment for this policy/activity.	Name: Alexander MacLeod Position: Housing Manager Strategy Date: Signature:	Name: Position: Date: Signature:
		Name: Allan Jones Position: Housing Manager Options and Homelessness Date: Signature:	Name: Position: Date: Signature:

	4) Consultation with Service Manager	Name: Date:	
	5) Authorisation by Director or Head of Service	Name: Rob Simpson Position: Head of Housing Date:	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.		Date:
	7) EIA author sends a copy of the finalised form to: equalities@aberdeenshire.gov.uk		Date:

