

EQUALITY IMPACT ASSESSMENT

Project Ref: EC003 – 01 Clerical & Admin Review

What is the proposed budget saving? (Use same wording as Change Programme template)

Redesigning the way clerical and admin support is provided in the council in tandem with reviewing the grade bandings and responding to the introduction of living wage.

Screening Process

Does the proposed saving involve or have consequences for the people the council serves or employs?

Yes No

If yes, proceed to Step 1 of the Full Equality Impact Assessment on page 2.

If No, please state why not.

If no, the budget saving is not relevant and no further action is required.

Impact Assessment Carried Out By: _____

Date: _____

Please forward to Catriona Ferrier (ferrierc@angus.gov.uk)

EQUALITY IMPACT ASSESSMENT FULL ASSESSMENT

Step 1

What data/research is available to assess the likely impact of the proposed saving?

Quantitative and qualitative data gathered as part of the review process including data gathered from employee survey, managers and financial information. Benchmarking with other local authorities.

Step 2

Is there any reason to believe the proposal could affect people differently due to their protected characteristic ie age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation?

Please **place a cross** in each box that applies, and give details alongside.

- Age _____
- Disability _____
- Gender Split of staff in scope of review
- Gender Re-assignment _____
- Pregnancy/maternity _____
- Marriage and civil Partnership _____
- Race _____
- Religion and belief _____
- Sexual orientation _____

Step 3

Is there evidence to suggest that any part of the proposed saving could unlawfully discriminate against people?

Yes No

If Yes, please give details.

Step 4

Can the proposed saving be seen to favour one section of the community?

Yes No

or deny opportunities to another?

Yes No

If Yes, please give details.

Step 5

Does the proposed saving advance equality?

Yes No

Or restrict equality?

Yes No

If Yes, please give details.

Step 6

Based on the work you have done, rate the level of impact for any of the equality groups of the proposed saving.

High Medium Low Unknown

Step 7

If during **Steps 2 - 5** there has been an adverse impact identified, consider if any adverse impact can be justified.

Yes No

Please give details.

Impact Assessment Carried Out By: Shona Cameron, Elections & Business Support Manager

Date: 8 January 2018

Please forward to Catriona Ferrier (ferrierc@angus.gov.uk)