

Equality Impact Assessment

Annual budget

Audit Scotland Equality Impact Assessment

Policy Title ¹	Annual budget and financial plan.
Strategic Outcome	20% real term reduction in audit costs and fees over 4 years
Directorate	Management Team
We have completed the equality impact assessment for this policy.	Name: David Hanlon Position: Corporate Finance Manager Date: 8 September 2011
Approval by Director on behalf of Business Group Management Team	Name: Diane McGiffen Position: Chief Operating Officer Date: 8 September 2011
Sign off by the Diversity & Equality Steering Group (DESG) Chair on behalf of the DESG members	Name: Angela Canning Date: 25 April 2012

Once the EQIA documentation has been completed and signed off arrangements will be made by the Diversity & Equality Steering Group and communications team to publish the summary results from the EqIA on Audit Scotland's website.

¹ Throughout this documentation we use the word **POLICY** to mean any activity, function, strategy, programme, service or process which is being considered for Impact Assessment.

Step 1: Define the aims of the policy

Title of policy	Annual budget and financial plan.
Strategic Outcome	20% reduction in audit costs and fees over 4 years.
Directorate	Management Team

What is the purpose of the proposed policy (or changes to be made to the policy)?	Set a budget for 2012/13 that contributes to 20% reduction in the cost of audit and fees over four years.
Who is affected by the policy or who is intended to benefit from the proposed policy and how?	Affected: staff and audited bodies. Staff may be impacted by a reduction in workforce numbers and tighter budgets. All staff have responsibility for delivering the budget. Audit bodies will benefit from lower fees.
How have you, or will you, put the policy into practice, and who is or will be responsible for delivering it?	By resetting audit fees and delivering the agreed budget.
How does the policy fit into our wider or related policy initiatives?	Central to the delivery of our new corporate plan.
Do you have a set budget for this work?	Audit Scotland's revenue expenditure budget for 2012/13 is £24.6m

Step 2: What do you already know about the diverse needs and/or experiences of your target audience?

Do you have information on				
Age	Yes	✓	No	
Disability	Yes	✓	No	
Gender	Yes	✓	No	
Lesbian, Gay, Bisexual & Transgender	Yes	✓	No	
Race	Yes	✓	No	
Religion and Belief	Yes	✓	No	

Age	<p>Evidence</p> <p>Monitoring data from 2009/10 shows our staff age profile as having the largest proportion of staff in the 35-49 age range, which represented 43% of all staff. The smallest proportion of staff were within the 16-24 bracket, representing 4% of all staff. <i>(Equality annual review 2009/10).</i></p>
Disability	<p>Evidence 14 employees declared themselves as having a disability. This represents 4.6% of staff at Audit Scotland. <i>(Equality annual review 2009/10).</i></p> <p><i>We carried out Access surveys for our properties in 2004 and into 2007. These surveys made a baseline for us to work from. Suggestions which could be achieved quickly happened as soon as practical after receiving the reports</i></p>
Gender	<p>Evidence: 49% Male; 51% Female <i>(Equality annual review 2009/10).</i></p>
Lesbian, Gay, Bisexual & Transgender	<p>Evidence: 5.5 per cent of staff identified themselves as gay, lesbian or bisexual. Eleven per cent of respondents chose the option 'prefer not to say'. No respondents identified themselves as transgender. <i>(Audit Scotland staff survey (September 2009)</i></p> <p><i>Note - The survey was completed by 203 members of staff (84.2%).</i></p>
Race	<p>Evidence: 98.3% White; 1.7% Minority Ethnic <i>(Equality annual review 2009/10).</i></p>
Religion and Belief	<p>Evidence: 44% of staff stated that they did not have a religion or faith. Ten per cent of respondents chose the option 'prefer not to say'. 18.7% said Church of Scotland, 12.3% Roman Catholic, 9.9% Other Christian, 4.4% Other and 0.5% Jewish. <i>(Audit Scotland staff survey (September 2009)</i></p>

Step 3: Do you have enough information to help you understand the diverse needs and/or experiences of your target audience? YES

If not, what else do you need to know?

Age	Do you have enough information to proceed?	Yes	
Yes we have enough information to consider any issues that may impact more proportionately on particular groups.			
Disability	Do you have enough information to proceed?	Yes	
Gender	Do you have enough information to proceed?	Yes	
Lesbian, gay, bisexual and transgender	Do you have enough information to proceed?	Yes	
Race	Do you have enough information to proceed?	Yes	
Religion and Belief	Do you have enough information to proceed?	Yes	

Step 4: What does the information you have tell you about how this policy might impact positively or negatively on the different groups within the target audience?

Age	See note below
Disability	See note below
Gender	See note below
Lesbian, Gay, Bisexual & Transgender	See note below
Race	See note below
Religion and Belief	See note below

Note referred to:

Our pay freeze and pay policy is applied equally to all staff and cannot be applied differently.

There are potential risks from staffing reductions regarding team make up and skills which may impact for example on flexible working opportunities. However EIAs have been carried out on the VERA scheme and on our flexible working, audit appointments and redeployment policies.

Step 5: Will you be making any changes to your policy?

Are there any changes?				
Age	Yes		No	√
Disability	Yes		No	√
Gender	Yes		No	√
Lesbian, Gay, Bisexual & Transgender	Yes		No	√
Race	Yes		No	√
Religion and Belief	Yes		No	√

Please identify:

- what action you will take
- who will take that action
- when that action will be taken.

Actions:

- Annual Equality Pay Review
- Audit Strategy monitor quality of audit work
- Staff feedback through staff survey.

Step 6: Does your policy provide the opportunity to promote equality of opportunity or good relations by altering the policy or working with others?

Age	Yes	√	No	
Disability	Yes	√	No	
Gender	Yes	√	No	
Lesbian, Gay, Bisexual & Transgender	Yes	√	No	
Race	Yes	√	No	
Religion and Belief	Yes	√	No	

Age	See note below
Disability	See note below
Gender	See note below
Lesbian, Gay, Bisexual & Transgender	See note below
Race	See note below
Religion and Belief	See note below

Note referred to:

Opportunity to promote flexible working and we have reviewed and enhanced our flexible working policy to support different life choices and reduced staff costs. Also risk to flexible working opportunities by reducing staff.

Step 7: Based on the work you have done - rate the level of relevance of your policy* see note below*Note: Budget decisions impact widely on the organisation. While risks are currently identified as low the potential risks identified in this paper will need revisiting as budget and staff reductions are implemented.

Tick one box for each strand

	Age	Disability	Gender	LGBT	Religion and belief	Race
<p>High:</p> <ul style="list-style-type: none"> ▪ There is substantial evidence that people from different groups or communities are (or could be) differently affected by the policy (positively or negatively) ▪ There is substantial public concern about the policy, or concerns have been raised about the policy's potential impact by relevant bodies ▪ The policy is relevant to all or part of the respective general duty, in the case of race, disability and gender. 						
<p>Medium:</p> <ul style="list-style-type: none"> ▪ There is some evidence that people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is some public concern about the policy. ▪ The policy is relevant to parts of the respective general duty, in the case of race, disability and gender. 						
<p>Low:</p> <ul style="list-style-type: none"> ▪ There is little or no evidence that some people from different groups or communities are (or could be) differently affected (positively or negatively). ▪ There is little or no evidence of public concern about the policy. ▪ The policy has little or no relevance to the respective general duty, in the case of race, disability and gender. 	√	√	√	√	√	√
<p>Unknown:</p> <ul style="list-style-type: none"> ▪ No evidence or data has been collected therefore an 						

assessment cannot be made.						
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Step 8: Is a further impact assessment required?

Age	Yes		No	√
Disability	Yes		No	√
Gender	Yes		No	√
Lesbian, Gay, Bisexual & Transgender	Yes		No	√
Race	Yes		No	√
Religion and Belief	Yes		No	√

If you have answered yes please explain why

If you have answered no please explain why

EQIAs have been completed for

- PA programme
- Our Voluntary Early Release Arrangement (VERA)
- Our property strategy
- Our procurement strategy

We produce an annual pay monitoring report.

Budget – 2011/12

Staff costs represent 55% of our budget - EQIA arrangements in place see above

External Auditors represent 24% of our budget - recent tender exercise completed. Diversity and equality sections included in contract .

Property costs represents 6% of our budget - property policy subject to EIA.

Legal, Professional & Consultancy - 4% - Diversity and equality sections included in contract.

Balance - 11% of our budget - Diversity & equality sections included in contracts.

Step 9: Explain how you will monitor and evaluate this policy/function or strategy to measure progress?

Please explain how monitoring will be undertaken, when it will take place and who is responsible for undertaking it:

- Annual Accounts; monthly expenditure reports
- Quarterly Management Team and Board review
- Pay monitoring
- Staff feedback
- Diversity & Equality Steering Group annual report

Step 10: Summary of improvements, outcomes and impact

Please summarise in no more than 200 words the nature of the policy and main improvements, outcomes and impact as a result of this review - this will be published on Audit Scotland's web site and the full EqIA will be made available to interested parties if requested.

Our 2012/13 budget will contribute to reducing the cost of audit and fees by 20% in real terms over 4 years. The core elements of the work supported by the budget have been equality impact assessed and monthly arrangements are in place on pay and quality. While risks to different groups are currently identified as low this should be monitored in light of the potential impacts identified in this EIA.