



# Integrated Impact Assessment Pre-screening Stage 1

The Integrated Impact Assessment (IIA) supersedes the previous Equality and Human Rights Impact Assessment (EHRIA) form.

The pre-screening (Stage 1) will determine if your proposal requires a full impact assessment (Stage 2). Stage 2 will look at details of your proposals, the impact and any mitigations in place.

**Note:** This form should be completed using the guidance contained in the document: 'Guide to Completing an Integrated Impact Assessment'. Please read the guidance before completing this form.

This assessment and accompanying guidance use the term 'policy' for any activity within Aberdeen City Council. Therefore 'policy' should be understood broadly to embrace the full range of your policies, provisions, criteria, functions, practices and activities including the delivery of services – essentially everything you do.

## **Purpose:**

Aberdeen City Council wants Aberdeen to be a place where all people can prosper. We want everyone in Aberdeen to have fair opportunities regardless of their background and circumstances. The aim of this assessment is to allow you to critically assess:

- the impact of the policy / proposal on different communities.
- whether Aberdeen City Council is meeting its legal requirements in terms of [Public Sector Equality Duty](#), [Equality Outcomes](#) and [Human Rights](#);
- whether [Children's Rights](#) have been impacted;
- whether [Socio-economic disadvantage](#) is reduced;
- whether any measures need to be put in place to ensure any negative impacts are eliminated or minimised which will be covered in Stage 2.

<p>Title*</p> <p>Name your business case, policy, strategy or proposal (including budget proposals)</p>	<p>Budget Consultation- 2023/24 to 2027/28 Phase 1 and 2</p>
<p>Report no or Budget proposal number:</p>	<p>General Fund Revenue Budget and Capital Programme - 2023/24 to 2027/28 RES/23/085</p>
<p>Committee name and date:</p>	<p>Outcomes of Phase 1 were presented August 23, 2023, outcomes of Phase 2 will be presented to Full Council on December 13, 2023</p>
<p>Is this a new or existing policy/ proposal?</p>	<p>The particular engagement process is new.</p>
<p>Brief description of policy / proposal (including intended outcomes and purposes)</p>	<p>Approvals and Instructions:</p> <p>The ask from Full Council on March 1, 2023 was: A Transparent, Accessible and Accountable City</p> <p>11.1 instruct the Communications Manager to bring back a report to the Communities, Housing and Public Protection Committee outlining a scheme of public engagement, ahead of the 2024/25 budget setting process;</p> <p>A report was presented to Communities, Housing and Public Protection Committee on 10<sup>th</sup> May 2023 on participatory budgeting.</p> <p>A further report was then presented to full council on 14<sup>th</sup> June 2023, with an appendix outlining the budget protocol - <a href="#">Appendix I - Budget Protocol.pdf (aberdeencity.gov.uk)</a>, with the following recommendation agreed:</p> <p>2.9 approves Appendix I, the Budget Protocol, with immediate effect, and instructs the Chief Officer - Finance to carry out a formal review of the Protocol following approval of the Council’s budget for 2024/25, and report back to Council on any lessons learned;</p> <p>Intended outcomes:</p> <p>A two-phase consultation is planned – asking people to identify what service areas are a priority to them; and then submit a balanced budget taking account of the feedback from the Phase 1 consultation alongside officers’ options for making necessary savings.</p>

A description of the impact of the options on service areas will be shared as part of the Phase 2 consultation and people will be asked to say if this would create a barrier to accessing services, and why.

Participants will be asked to fill in optional equality data that will be anonymised but will be used to assess the participation and representation from diverse groups across the city.

The feedback will be shared with Elected Members to help inform the budget proposals they bring forward and agree in February/March 2024.

The purpose of this Integrated Impact Assessment is to assess the consultation process itself which is taking the general format of

- Two digital surveys (4 weeks over summer and 4 weeks over autumn).
- Focus groups held within communities.
- Survey in alternative languages.

The digital surveys will be developed using a simulator supplied by Delib. Delib have provided tools to more than 500 government organisations around the world, and these have been used in more than 75,000 consultations, including Aberdeen City Council's LOIP consultation in 2020. Delib have supplied products to local Police Scotland, the Scottish Government, the Ministry of Justice and other UK Government departments, and organisations like the Post Office, NHS, Food Standards Agency, London Transport and European Investment Bank. Delib's ISO 27001 certificate - an international standard that specifies the requirements for an information security management system - was renewed in February 2023.

Information about the consultation will be available on the website, which complies with accessibility requirements and includes the ReciteMe accessibility tool. Translation tools which are compatible with the survey simulator are also available.

Following the assessment undertaken for [Phase 1](#), this impact assessment looks at the process of Phase 2. As the process has been iterative, the feedback from Phase 1 indicated that young people needed to be engaged further.

1.38% of the 3,192 responses came from people aged under 18. We will increase the number of focus groups and in person sessions for this phase. A number of classroom sessions with senior school pupils in Aberdeen are planned as part of Phase 2. The Scottish Youth Parliament, which sitting in Aberdeen while the consultation is running, are also being asked to promote it.

The results will be shared with all political group leaders, who will be encouraged to explain how the consultation feedback has informed their Budget proposals when bringing them forward in 2024.

Do you consider this proposal to have any impact on the:									
a. Human Rights of people?	Yes	<b>No</b>	Unsure						
b. Rights of Children and Young people?	Yes	<b>No</b>	Unsure						
<p>What is your assessment of the impact on groups with:</p> <p>a. Protected characteristics</p> <p>b. Children and young people</p> <p>c. Other</p> <p>As part of your assessment here, consider the impact of your policy on people and how they will be able to access goods, services and information with no barriers.</p>	<b>H</b>	High negative impact	<b>H</b>	<b>M</b>	<b>L</b>	<b>N</b>	<b>P</b>	<b>U</b>	
	<b>M</b>	Medium negative impact							
	<b>L</b>	Low negative impact							
	<b>N</b>	No impact							
	<b>P</b>	Positive impact							
	<b>U</b>	Unsure							
	Age							x	
	Disability							x	
	Gender Reassignment							x	
	Marriage and Civil partnership							x	
	Pregnancy and Maternity							x	
	Race							x	
	Religion or Belief							x	
Sex							x		
Sexual Orientation							x		
Children and young people							x		
Other									
Socio-Economic Inequalities	Yes		<b>No</b>				Unsure		
Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them?			As this is Phase 2 of the process, the consultation intends to mitigate negative impacts through focus on priority service areas and potential impacts on users of council services; to increase the public's understanding of what savings mean in different services areas; and to gather						

		<p>residents' views on how to balance the Budget.</p> <p>It is therefore important that all communities can participate to provide their views to understand the impact better.</p>	
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What considerations did you have when making the above selections?

<p>Internal or existing data</p> <p>Please detail your sources</p>	<p>Aberdeen City Council conducts a biennial <b>Population Needs Assessment (PNA)</b> for the city. The aim of the PNA is to provide a high-level analysis of key groups, priorities and challenges across public services, including service performance and information available on the customer perspective. The data used within the PNA is also included in the online <a href="#">Aberdeen Outcomes Framework</a> which is maintained with the latest data as it becomes available.</p> <p>By way of background, according to Scottish Government, Participatory Budgeting (PB) can:</p> <ul style="list-style-type: none"> <li>• help deliver on outcomes in Scotland's National Performance Framework that 'we live in communities that are inclusive, empowered, resilient and safe' and 'we tackle poverty by sharing opportunities, wealth and power more equally';</li> <li>• complement aspirations in the Community Empowerment (Scotland) Act 2015 to give communities more powers to achieve their own ambitions;</li> <li>• help deliver the Public Sector Equality Duty by advancing equality of opportunity and fostering good relations between different groups;</li> <li>• support the principle of Public Service Reform that says people should have equal opportunity to participate in decisions shaping their local community and society.</li> </ul> <p>The 2021 revised Framework Agreement between Scottish Government and COSLA sets forward the joint ambition for mainstream PB to be an essential part of recovery and renewal from the Covid-19 pandemic. It states: "Mainstream PB enables the direct participation of citizens' voices in local financial decision-making, resource allocation and service design. This moves beyond allocating individual budgets, also known as small grants PB, or identifying separate budgets for community engagement and consultation, towards mainstreaming PB within decisions on the allocation of existing resources across all council services."</p> <p>The budget impacts every citizen within Aberdeen City boundaries and beyond. The <a href="#">latest population data</a> for Aberdeen City is from 2021 which states the total population is 227,430. The demographic age groups are as follows: -</p>
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	<ul style="list-style-type: none"> <li>• 15.8% under 16, 68.9% working age, 15.4% pensionable age.</li> <li>• 10,897 aged 0-4</li> <li>• 11,924 aged 5-9</li> <li>• 13,038 aged 10-15</li> </ul> <p>The <a href="#">Aberdeen City Voice</a> Survey 2022, reported that 91.4% of households has access to the internet, dropping to 78.4% in the 20% most deprived areas. In relation to phase 1 of the consultation, 2.3% of the responses were on paper.</p>		
<p>Consultations with officers or partner organisations</p> <p>Please list your sources</p>	<p>Consultation has taken place with the Council’s Corporate Management Team (CMT) and Extended Corporate Management Team (ECMT) about the format of the consultation. Consultation has also taken place with the Legal, Equalities, Customer Experience and Community Planning teams to ensure a focus on accessibility.</p>		
<p>Other:</p> <p>Please list your sources</p>	<p>Consultation is planned with the Community Planning Partnership to help inform the approach going forwards.</p> <p>Aberdeen Journals, that produces the biggest-selling local newspapers, are supporting the promotion of the consultation.</p> <p>The Phase 2 consultation will ask participants to evaluate the ease of completing the consultation, and for suggested improvements for future consultations.</p>		
<p>Does this proposal contribute to the <a href="#">Public Sector Equality Duty</a> to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations?</p>	<p><b>Yes -</b></p> <p>The consultation aims to capture the views of residents, communities and businesses about the council’s spending priorities and where savings might be made.</p> <p>The proposal and the outcomes of the process will enable more effective contributions to the collective effort across our council to fulfil the requirements of the Public Sector Equality Duty (PSED).</p>	<p>No</p>	<p>Unsure</p>
<p>Does this proposal contribute to the</p>	<p><b>Yes</b></p>	<p>No</p>	<p>Unsure</p>

<p>Council's <a href="#">Equality Outcomes 2021-25</a>?</p>	<p>EO 1 -</p> <p>This proposal will improve and increase participation of people with protected characteristics to have access to information and participate in the decision-making process that may have an impact on them.</p> <p>EO 2- The proposal aims to support the participation of diverse communities to foster good relations and feeling of belonging.</p> <p>EO 3 -</p> <p>The proposal aims to enhance participation and representation of people with protected characteristics. The outcomes of the consultations and this impact assessment will support elected members and leaders in their decision making.</p>		
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**Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2).**

The proposals will bring about the following positive outcomes; -

- A transparent and participatory process for all communities
- Supports our work towards the Public Sector Equality Duty
- Results of the process will aid elected members and other senior officers in the decision-making process.

As explained above, this proposal results in a positive outcome across groups, specifically:

**Age** - positive for all ages to be consulted especially the young who can shape future provision and older people who can say how current provision may be improved.

**Disability** - people with disabilities may often be receivers of the outcome, this process empowers them to be shapers of outcomes.

**All other characteristics** - positive in terms of opportunity to say what might be a priority to them - often cuts and changes have an impact on these characteristics.

We recognise that not everyone will be able to take part in a digital exercise at home, hence devices can be accessed in community buildings to support participation and mitigate exclusions.

The [Aberdeen City Voice](#) Survey 2022, reported that 91.4% of households has access to the internet, dropping to 78.4% in the 20% most deprived areas.


Phase 2 invites respondents to achieve a minimum savings target (the funding shortfall) by combining a range of savings options and/or increasing council tax and fees and charges. The online consultation has a tool that subtracts/adds these choices for people. Participants are asked to use the simulator to identify how they would meet the target savings based on the options provided, i.e. they balance the budget. Because of the complexity of the calculation, the consultation is being made available only online.

As such, mitigations will be put in place to ensure maximum participation by those who do not have access to and/or digital skills to participate. PC access and digital support will be provided from city schools, the Customer Service Centre and libraries. The Council provides free wi-fi to citizens through the City Connect network. A paper version of Phase 1 (which was easier to complete arithmetically) was made available in the Press and Journal. Focus groups will take place at locations within local communities providing further opportunity to participate.

A communication and engagement plan has been developed to ensure the approach is as inclusive as possible. This includes targeting people digitally (a series of social media posts, web news stories and media releases are planned) and through other means such as posters placed in community buildings and newspaper articles to inform non-digital customers. Aberdeen Journals will promote the consultation both in their papers and online. Families are being contacted through our schools' network to encourage young people, with the support of parents and guardians, to take part. For Phase 2, several classroom sessions will be held with senior pupils across the city, that will see them complete the consultation and will address the low response rate from this age group in Phase 1.



We are contacting a network of stakeholders, including community groups and business organisations, asking them to promote the consultation and share the link. Phase 2 will also be promoted to staff the council's 8,000, 70% of whom are female of the population.

Will a full assessment be required?	Yes	<b>No</b>	Unsure
Assessment completed by: Name and job title	David Ewen, Communications and Marketing Manager		
Date:	09/10/23		
Signed and approved by Chief Officer (Name and signature)	 Lucy McKenzie, Interim Chief Officer People & Organisational Development and Customer Experience		
Date:	09/10/23		

If you have any queries or require this form in an alternative format, please contact

[equality\\_and\\_diversity@aberdeencity.gov.uk](mailto:equality_and_diversity@aberdeencity.gov.uk)

A fully completed and signed form should be mailed as a PDF to the above email address for publishing your assessment.



## Integrated Impact Assessment Stage 2

This stage should be completed following Stage 1 of the Integrated Impact Assessment where required.

In this stage, focus is on assessments that have a high or medium negative impact and the proposed mitigations. Please tick which areas it might affect and provide a summary of your mitigating actions for the negative impacts identified. You do not need to give a mitigation for each article.

### Human Rights

Does the proposal have an impact on [Human Rights](#)? Identify the relevant Article and record the relevant impact and describe as a summary the mitigating steps proposed.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Article 6</b> Right to a fair and public hearing		
<b>Article 7</b> No punishment without law		
<b>Article 8</b> Right to respect for private and family life, home and correspondence		
<b>Article 9</b> Freedom of thought, conscience and religion		
<b>Article 10</b> Freedom of expression		
<b>Article 11</b> Freedom of assembly and association		
<b>Article 12</b> Right to marry and to found a family		
<b>Article 14</b> Right not to be subject to discrimination		
<b>Article 1 of Protocol 1</b> Protection of property		

<b>Article 2 of Protocol 1</b> Right to education		
<b>Article 3 of Protocol 1</b> Right to free elections	N/A	

## Children and Young People's Rights

The United Nations Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

Children's rights apply to every child/young person under the age of 18 and to adults still eligible to receive a "children's service" (e.g. care leavers aged 18 - 25 years old).

Identify all Articles of the United Nations Convention on the Rights of the Child ([UNCRC](#)) and [Optional Protocols](#) which are relevant to your proposal and record the relevant impact and describe the mitigating steps.

Please tick which areas it might affect and provide a summary of your mitigating actions. You do not need to give a mitigating step for each article.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Article 1</b> definition of the child		
<b>Article 2</b> non-discrimination		
<b>Article 3</b> best interests of the child		
<b>Article 4</b> implementation of the convention		
<b>Article 5</b> parental guidance and a child's evolving capacities		

<b>Article 6</b> life, survival and development		
<b>Article 7</b> birth registration, name, nationality, care		
<b>Article 8</b> protection and preservation of identity		
<b>Article 9</b> separation from parents		
<b>Article 10</b> family reunification		
<b>Article 11</b> abduction and non-return of children		
<b>Article 12</b> respect for the views of the child		
<b>Article 13</b> freedom of expression		
<b>Article 14</b> freedom of thought, belief and religion		
<b>Article 15</b> freedom of association		
<b>Article 16</b> right to privacy		
<b>Article 17</b> access to information from the media		
<b>Article 18</b> parental responsibilities and state assistance		
<b>Article 19</b>		

protection from violence, abuse and neglect		
<b>Article 20</b> children unable to live with their family		
<b>Article 21</b> adoption		
<b>Article 22</b> refugee children		
<b>Article 23</b> children with a disability		
<b>Article 24</b> health and health services		
<b>Article 25</b> review of treatment in care		
<b>Article 26</b> social security		
<b>Article 27</b> adequate standard of living		
<b>Article 28</b> right to education		
<b>Article 29</b> goals of education		
<b>Article 30</b> children from minority or indigenous groups		
<b>Article 31</b> leisure, play and culture		
<b>Article 32</b> child labour		
<b>Article 33</b>		

drug abuse			
<b>Article 34</b> sexual exploitation			
<b>Article 35</b> abduction, sale and trafficking			
<b>Article 36</b> other forms of exploitation			
<b>Article 37</b> inhumane treatment and detention			
<b>Article 38</b> war and armed conflicts			
<b>Article 39</b> recovery from trauma and reintegration			
<b>Article 40</b> juvenile justice			
<b>Article 41</b> respect for higher national standards			
<b>Article 42</b> knowledge of rights			
<b>Optional</b> Protocol on a Communications Procedure			

### Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. Identify the [protected characteristics](#) that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	High / Medium Negative impact	Mitigations
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		Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<p><b>Age</b> A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).</p>	<p>While the digital surveys will be assessed for their accessibility, it is recognised that not everyone will be able to access the survey.</p>	
<p><b>Disability</b> people with disabilities / long standing conditions</p>	<p>While the digital surveys will be assessed for their accessibility, it is recognised that not everyone will be able to access the survey.</p>	
<p><b>Race (including Gypsy / Travellers)</b> people from minority ethnic communities and different racial backgrounds</p>	<p>While the digital surveys will be assessed to ensure language used is widely understood it should be noted that the on-line version is in English only</p>	
<p><b>Religion or belief</b> people with different religion and belief to include those with no beliefs</p>		
<p><b>Sex - Gender identity</b> men or women, boys and girls</p>		
<p><b>Pregnancy and maternity</b> women who are pregnant and / or on maternity leave</p>		
<p><b>Sexual orientation</b> lesbian, gay, bisexual, heterosexual / straight</p>		
<p><b>Gender reassignment</b></p>		

anybody whose gender identity / expression is different to the sex assigned to them at birth		
<b>Marriage and civil partnership</b> people who are married or in a civil partnership		

### Socio-Economic Inequalities

Not every person / family has access to regular income or savings. You should therefore consider the impact of your proposal on people who might be unemployed, single parents, people with lower education or literacy, looked after children, those with protected characteristics are just some examples.

Identify the group that your policy/ proposal affects and record the relevant impact and describe the mitigating steps.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Low income / income poverty</b> - those who cannot afford regular bills, food, clothing payments.		
<b>Low and/or no wealth</b> - those who can meet basic living costs but have no savings for unexpected spend or provision for the future		
<b>Material deprivation</b> - those who cannot access basic goods and services, unable to repair/replace broken electrical goods, heat their homes or access to leisure or hobbies		
<b>Area deprivation</b> - consider where people live and where		



they work (accessibility and cost of transport)		
<b>Socio-economic background</b> - social class, parents' education, employment, income.		

### Consultation and monitoring

Have you undertaken any of form of consultation with any of the affected groups?	Yes	No
Describe the consultation processes/methods undertaken and the number of participants/respondents		
Summarise the changes or improvements that have been made to the policy because of the consultation.		
Set out what suggested changes or improvements that have not been made and why		
What impact(s) has the consultation had upon your proposal?		
How will this policy be monitored		
Use this section to justify why your proposal should go ahead despite the negative impacts identified.		

### Authorisation and sign off: for Stage 2:

<b>Title of Policy / proposal:</b>		
<b>Directorate and Cluster:</b>		
<b>Policy and assessment author (s)</b>	Name: Job title: Date:	Name: Job title: Date:
<b>Authorised and approved by Director or Chief Officer</b>	Name: Job title: Date:	Name: Job title: Date:

Following completion and approval, please email your completed assessment to:  
[equality\\_and\\_diversity@aberdeencity.gov.uk](mailto:equality_and_diversity@aberdeencity.gov.uk)