



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.

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|--|--|------------------------|----------|----------|----------|----------|----------|----------|--|--|
| Title* Name your business case, policy, strategy or proposal (including budget proposals) | Managing Performance Policy | | | | | | | | | |
| Report no or Budget proposal number: | CUS/24/021 | | | | | | | | | |
| Committee name and date : | Staff Governance Committee 22 January 2024 | | | | | | | | | |
| Is this a new or existing policy/ proposal? | Revision of an existing policy | | | | | | | | | |
| Brief description of policy / proposal (including intended outcomes and purposes) | The purpose of this policy is to provide a framework with which to ensure that employees who fall below the standards of performance expected by the organisation and behaviour outlined by the Guiding Principles are managed through early intervention in a fair, supportive and consistent manner. | | | | | | | | | |
| Do you consider this proposal to have any impact on the: | | | | | | | | | | |
| a. Human Rights of people? | No | | | | | | | | | |
| b. Rights of Children and Young people? | No | | | | | | | | | |
| What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other 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. | H | High negative impact | H | M | L | N | P | U | | |
| | M | Medium negative impact | | | | | | | | |
| | L | Low negative impact | | | | | | | | |
| | N | No impact | | | | | | | | |
| | P | Positive impact | | | | | | | | |
| | U | Unsure | | | | | | | | |
| | Age | | | | | | | P | | |
| | Disability | | | | | | | P | | |
| | Gender Reassignment | | | | | | | P | | |
| | Marriage and Civil partnership | | | | | | | P | | |
| | Pregnancy and Maternity | | | | | | | P | | |
| Race | | | | | | | P | | | |
| Religion or Belief | | | | | | | P | | | |
| Sex | | | | | | | P | | | |
| Sexual Orientation | | | | | | | P | | | |
| Children and young people | | | | | | | P | | | |
| Other | | | | | | | | | | |
| Socio-Economic Inequalities Not every person / family has access to regular income or savings. Will your proposal have an adverse or high impact on them? | | | | No | | | | | | |

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| What considerations did you have when making the above selections? | | | |
| Internal or existing data Please detail your sources | Review of data of application of existing policy; | | |
| Consultations with officers or partner organisations Please list your sources | Consultation with colleagues across the organisation, including trade unions | | |
| Other: Please list your sources | Benchmarking with other organisations and research into best practice including review of ACAS guidance. | | |
| Does this proposal contribute to the Public Sector Equality Duty to eliminate discrimination, harassment and victimisation, advance equality of opportunity and foster good relations? | Yes The Policy aims to influence a culture change, empowering colleagues and managers and eliminating any discrimination, harassment and victimisation those by ensuring a fair and consistent approach in managing performance across the organisation. It sets out a framework which ensures that all employees are treated fairly and consistently whilst being provided with the support that best meets their individual needs and circumstances. | | |
| Does this proposal contribute to the Council's Equality Outcomes 2021-25 ? | Yes The Policy contributes to EO2 - ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work. | | |
| Please note for any high negative or medium negative impacts identified (red or amber), a full Integrated Impact Assessment will be required (stage 2). | | | |
| Please provide a brief high-level summary that your policy will bring about: Use this space to highlight what your proposal intends to achieve. | | | |
| This policy seeks to enable employees and managers to improve performance levels while providing support to for them to do so in a fair, supportive and consistent manner. This assists the Council in meeting its legal obligations under the Equality Act 2010 by providing a framework in which improving | | | |

performance is encouraged in a fair and consistent manner across the organisation with training and support available.

The policy and guidance for managing performance also encourages managers and employees to consider health, disability or any other equalities issues that may be impacting an employee's performance, making reference to the Equality Act (2010) and our Diversity and Equality Policy. Managers would be supported and encouraged to offer reasonable adjustments for employees wherever possible and reasonable to do so. The Managing Performance Policy and Guidance therefore encourages these conversations to ensure that employees are treated fairly and reasonably when it comes to performance.

Will a full assessment be required?

No

Assessment completed by:
Name and job title

Kirsten Foley
Employee Relations & Wellbeing Manager

Date:

19/1/24

Signed and approved by Chief
Officer
(Name and signature)

Lindsay MacInnes, Interim Chief Officer **People & Organisational Development** and Customer Experience

Date:

19/1/24

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

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

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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.

| | High / Medium Negative impact | Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1 |
|---|--------------------------------------|---|
| Article 6 Right to a fair and public hearing | | |
| Article 7 No punishment without law | | |
| Article 8 Right to respect for private and family life, home and correspondence | | |
| Article 9 Freedom of thought, conscience and religion | | |
| Article 10 Freedom of expression | | |
| Article 11 Freedom of assembly and association | | |
| Article 12 Right to marry and to found a family | | |
| Article 14 Right not to be subject to discrimination | | |
| Article 1 of Protocol 1 Protection of property | | |
| Article 2 of Protocol 1 | | |

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| Right to education | | |
| Article 3 of Protocol 1 Right to free elections | | |

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.

| | High / Medium Negative impact | Mitigations Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1 |
|---|--------------------------------------|---|
| Article 1 definition of the child | | |
| Article 2 non-discrimination | | |
| Article 3 best interests of the child | | |
| Article 4 implementation of the convention | | |
| Article 5 parental guidance and a child's evolving capacities | | |
| Article 6 | | |

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

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

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| drug abuse | | | |
| Article 34 sexual exploitation | | | |
| Article 35 abduction, sale and trafficking | | | |
| Article 36 other forms of exploitation | | | |
| Article 37 inhumane treatment and detention | | | |
| Article 38 war and armed conflicts | | | |
| Article 39 recovery from trauma and reintegration | | | |
| Article 40 juvenile justice | | | |
| Article 41 respect for higher national standards | | | |
| Article 42 knowledge of rights | | | |
| Optional 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 |
|--|-------------------------------|-------------|
|--|-------------------------------|-------------|

| | | Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1 |
|---|--|---|
| <p>Age A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).</p> | | |
| <p>Disability people with disabilities / long standing conditions</p> | | |
| <p>Race (including Gypsy / Travellers) people from minority ethnic communities and different racial backgrounds</p> | | |
| <p>Religion or belief people with different religion and belief to include those with no beliefs</p> | | |
| <p>Sex - Gender identity men or women, boys and girls</p> | | |
| <p>Pregnancy and maternity women who are pregnant and / or on maternity leave</p> | | |
| <p>Sexual orientation lesbian, gay, bisexual, heterosexual / straight</p> | | |
| <p>Gender reassignment anybody whose gender identity / expression is different to the sex assigned to them at birth</p> | | |

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| Marriage and civil partnership people who are married or in a civil partnership | | |
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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.

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

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| education, employment, income. | | |
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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:

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

Following completion and approval, please email your completed assessment to:
equality_and_diversity@aberdeencity.gov.uk