



Integrated Impact Assessment

The purpose of Aberdeen City Council is to protect the people and the place of Aberdeen from harm, enabling them to prosper and supporting them in the event of harm happening.

The purpose of an Integrated Impact Assessment is to evidence that Aberdeen City Council are making decisions in an informed way, and that the impact of decisions made is understood and accepted. The legislation that is considered within this assessment are:

- Section 2 [Equality Act 2010 protected characteristics](#)
- Section 3 [Socio-Economic](#)
- Section 4 [Human Rights](#)
- Section 5 [Children and Young People's Rights](#)

The term 'policy' is used throughout this document and applies to policies, proposals, strategies, provision, criteria, functions, practice, budget savings and activities that includes delivery of our services.

1. About the Policy

1.1 Title

Remove administrative support for senior managers

1.2 What does this policy seek to achieve?

Stop Personal Support (PA Services) for the Corporate Management Team (CMT) and Extended Corporate Management Team (ECMT)

This proposal supports the move towards a statutory service only delivery model and would realise a financial saving of ~£145,000 which contributes to the savings target of the organisation to achieve a balanced budget.

The outcome from this would be that the Corporate Management Team and Extended Corporate Management Team would be responsible for managing the types of task currently undertaken by the PA Service. For example (not an exhaustive list):

- Diary management
- Email management
- Arranging meetings
- Minuting of meetings
- Mail management
- Printing/ photocopying etc.

1.3 Is this a new or existing policy?

New

1.4 Is this report going to a committee?

Yes

1.5 Committee name and date:

Budget Meeting, Council, 6 March 2024

1.6 Report no and / or Budget proposal number and / or Business Case reference number:

CE18

Impacts

This section demonstrates the considerations that have been made in relation to the policy - and that the impact of proposals made is understood and accepted.

2: Equality Act 2010 - Protected Characteristics

Aberdeen City Council wants to ensure everyone is treated fairly. This section identifies the [protected characteristics](#) that the policy potentially affects and records the impact and mitigating steps.

2.1 What impact could this policy have on any of the below groups?

Protected Characteristic	What is the impact?				
	Negative			Neutral	Positive
	High	Medium	Low		
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		

2.2 In what way will the policy impact people with these protected characteristics?

With regards to our citizens, age and disability groups may be more likely to contact our senior leaders than other groups to receive support and reporting issues they are experiencing. Removing the administrative support for the senior leadership team may result in it taking longer to respond to and manage these issues as they are spending more time on administrative duties rather than trying to understand and take action to resolve the issues of citizens. The assessment for these groups has therefore been assessed as low.

2.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

There is no quantitative data on this proposal. Equalities monitoring data is not collected and therefore the assessment is based on knowledge within the team.

What consultation and engagement and has been undertaken with officers and partner organisations?

Discussions have taken place with the Extended Corporate Management Team around options for the PA support model in terms of the type of support that should be provided and to what level of senior leader this could be provided to (i.e., just to CMT and limited at ECMT level).

In relation to the discussions above re the support model, other public sector organisations have been contacted to gain insight into their PA support service. In these organisations the management tier at which support is provided does vary, as does the ratio of PA to senior leader, however, there was no organisation consulted that had no PA support service.

What consultation and engagement and has been undertaken with people who may be impacted by this policy (e.g. citizens, community groups, or other people/groups)?

Aberdeen City Council launched a three-part public consultation around the 2024/25 Budget and future spending plans from July 2023 to January 2024. In part 1, which ran throughout July 2023, people were asked to award points across different service areas to indicate where they thought the council’s spending priorities should be. In part 2, the public could either increase, decrease or not change the level of expenditure in areas listed.

There were 3,192 responses to part 1 and 2,654 responses to part 2. Part 3 was undertaken online and face-to-face where 126 people with protected characteristics took part and 377 comments were received.

From part 3 of the consultation process, there was one specific comment on this proposal which stated, *“Consider the impact on staff - increased stress. People differ on how they handle stress both the staff undertaking the PA work but also the elected members and directors etc. Creates or impacts mental health issues. Can have a knock on effect for demand for NHS which in turn has a wider impact on others accessing NHS”*

2.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

None that have not already been considered by officers. The one citizen who directly commented on this proposal did recommend *“Have one group of staff that provides support for both elected members and senior management. Increase the number of people they support or go part time.”*

With mitigations in place, what is the new overall rating of the negative impact(s)?	High	
	Medium	X
	Low	
	Negative Impact Removed	

3: Socio-Economic Impacts

This section is used to consider the impact of the policy on people who might be **unemployed, single parents**, people with lower **education** or **literacy, looked after children**, those with **protected characteristics** as examples.

Use this guide to understand more on socio-economic inequalities: [The Fairer Scotland Duty: Guidance for Public Bodies \(www.gov.scot\)](http://www.gov.scot)

3.1 What impact could this policy have on any of the below groups?

Group	Negative			Neutral	Positive
	High	Medium	Low		
Low income / income poverty – those who cannot afford regular bills, food, clothing payments.		X			
Low and/or no wealth – those who can meet basic living costs but have no savings for unexpected spend or provision for the future		X			
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		X			
Area deprivation – consider where people live and where they work (accessibility and cost of transport)		X			
Socio-economic background – social class, parents' education, employment, income.		X			

3.2 In what way will the policy impact people in these groups?

This policy will increase the administrative tasks undertaken by the most senior leaders in the organisation which takes them away from delivering on their remit/ portfolio. This has the potential to slow down policy/ legislation implementation which could lead to a delay in citizens in the above groups, businesses and communities access services on which they rely.

3.3 What considerations have been made in reaching the above assessment?

What internal or external data has been considered? What does this data tell us?

There is no qualitative data on this matter.

What consultation and engagement and has been undertaken with officers and partner organisations?

As explained above, discussions have taken place with Chief Officers around options for the PA support model in terms of the type of support that should be provided and to what level of senior leader this could be provided to (i.e., just to CMT and limited at ECMT level).

In relation to the discussions above re the support model, other public sector organisations have been contacted to gain insight into their PA support service. In these organisations the management tier at which support is provided does vary, as does the ratio of PA to senior leader, however, there was no organisation consulted that had no PA support service.

What consultation and engagement and has been undertaken with people who may be impacted by this policy? citizens, community groups, or other people/groups impacted by this policy?

Aberdeen City Council launched a three-part public consultation around the 2024/25 Budget and future spending plans from July 2023 to January 2024. In part 1, which ran throughout July 2023, people were asked to award points across different service areas to indicate where they thought the council's spending priorities should be. In part 2, the public could either increase, decrease or not change the level of expenditure in areas listed.

There were 3,192 responses to part 1 and 2,654 responses to part 2. Part 3 was undertaken online and face-to-face where 126 people with protected characteristics took part and 377 comments were received. There were no comments specifically relating to the socio economic impact of this proposal.

3.4 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

None

With mitigations in place, what is the new overall rating of the negative impact(s)?

High	
Medium	X
Low	
Negative Impact Removed	

4: Human Rights Impacts

The Human Rights Act 1998 sets out the fundamental rights and freedoms that everyone in the UK is entitled to. It incorporates the rights set out in the European Convention on Human Rights (ECHR) into domestic British law. The Human Rights Act came into force in the UK in October 2000

The Act sets out our human rights in a series of 'Articles'. Each Article deals with a different right.

Use this guide to understand more about [Human Rights](#).

4.1 What impact could this policy have on Human Rights?

Human Rights Article	Negative	Neutral	Positive
Article 6: Right to a fair trial		X	
Article 7: No punishment without law		X	
Article 8: Right to respect for private and family life, home and correspondence		X	
Article 9: Freedom of thought, belief and religion		X	
Article 10: Freedom of expression		X	
Article 11: Freedom of assembly and association		X	
Article 12: Right to marry and start a family		X	
Article 14: Protection from discrimination in respect of these rights and freedoms	X		
Article 1 of Protocol 1: Right to peaceful enjoyment of your property	X		
Article 2 of Protocol 1: Right to education	X		
Article 3 of Protocol 1: Right to participate in free elections	X		

4.2 In what way will the policy impact Human Rights?

If this proposal is implemented, there's potential that the implementation of new policy/ process/ culture change could take longer to realise as they are spending time undertaking tasks that the PA service currently carries out for them. There's a possibility that progress and implementation on certain issues may take longer, which could, potentially, mean that vulnerable customers may not be able to access services/ support as quickly as they do currently.

The remit of these senior leaders will include certain areas of a citizens life that falls within the remit of Scottish Local Authorities. This will include the responsibility for equalities, housing, education and local elections. This policy will increase the administrative tasks undertaken by the most senior leaders in the organisation which takes them away from delivering on their remit/ portfolio.

4.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?

None

If mitigations are in place, does this remove the negative impact?

No – negative impact remains

X

Yes – negative impact reduced

Yes - negative impact removed

5: Children and Young People’s Rights Impacts

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).

The Conventions are also known as the “General Principles” and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:

1. Non-discrimination (Article 2)
2. Best interest of the child (Article 3)
3. Right to life survival and development (Article 6)
4. Right to be heard (Article 12)

You can [read the full UN Convention \(pdf\)](#), or [just a summary \(pdf\)](#), to find out more about the rights that are included.

5.1 What impact could this policy have on the rights of Children and Young People?

UNCRC and Optional Protocols	Negative	Neutral	Positive
Article 1: definition of the child		X	
Article 2: non-discrimination	X		
Article 3: best interests of the child		X	
Article 4: implementation of the convention	X		
Article 5: parental guidance and a child's evolving capacities		X	
Article 6: life, survival and development		X	
Article 7: birth registration, name, nationality, care		X	
Article 8: protection and preservation of identity		X	
Article 9: separation from parents		X	
Article 10: family reunification		X	
Article 11: abduction and non-return of children		X	
Article 12: respect for the views of the child		X	
Article 13: freedom of expression		X	
Article 14: freedom of thought, belief and religion		X	
Article 15: freedom of association		X	
Article 16: right to privacy		X	
Article 17: access to information from the media		X	
Article 18: parental responsibilities and state assistance		X	
Article 19: protection from violence, abuse and neglect	X		
Article 20: children unable to live with their family		X	
Article 21: adoption		X	
Article 22: refugee children		X	
Article 23: children with a disability		X	
Article 24: health and health services		X	
Article 25: review of treatment in care		X	
Article 26: social security		X	
Article 27: adequate standard of living	X		
Article 28: right to education	X		
Article 29: goals of education	X		
Article 30: children from minority or indigenous groups		X	

Article 31: leisure, play and culture	X		
Article 32: child labour		X	
Article 33: drug abuse		X	
Article 34: sexual exploitation		X	
Article 35: abduction, sale and trafficking		X	
Article 36: other forms of exploitation		X	
Article 37: inhumane treatment and detention		X	
Article 38: war and armed conflicts		X	
Article 39: recovery from trauma and reintegration		X	
Article 40: juvenile justice		X	
Article 41: respect for higher national standards		X	
Article 42: knowledge of rights		X	
Optional Protocol on a Communications Procedure			

5.2 In what way will the policy impact the rights of Children and Young People?

If this proposal is implemented, there's potential that the implementation of new policy/ process/ culture change could take longer to realise as they are spending time undertaking tasks that the PA service currently carries out for them. There's a possibility that progress and implementation on certain issues may take longer, which could, potentially, mean that children and their families may not be able to access services/ support as quickly as they do currently.

The remit of these senior leaders will include Education and the support of young people and their families. This policy will increase the administrative tasks undertaken by the most senior leaders in the organisation which takes them away from delivering on their remit/ portfolio which includes ensuring the education and wellbeing of children and young people.

5.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?		
None		
If mitigations are in place, does this remove the negative impact?	No – negative impact remains	X
	Yes – negative impact reduced	
	Yes - negative impact removed	

6: Sign Off

Any further positive or negative impacts on individuals or groups that have been considered?

The [Workforce Reduction, Restructure and Redesign IIA](#) provides information around the potential impact on the workforce and the mitigations in place. It should be noted that approximately 70% of the Council Workforce is female whereas the profile of team is 100% female and therefore the impact of this proposal is therefore higher on this group.

Overall summary of changes made as a result of impact assessment.

There are no mitigations that can be put in place, therefore, there have been no changes made.

Outline of how impact of policy will be monitored.

The Corporate Management Team and Extended Corporate Management Team will monitor the delivery of key policies, legislation and regulations within their remit.

If there are any remaining negative impacts after mitigation, what is the justification for why this policy should proceed.

The Council has a legal obligation to deliver a balanced budget and this proposal assists with this requirement.

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