

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 dedicated Trade Union facility time
1.2 What does this policy seek to achieve?
The budget option proposes the removal of dedicated Trade Union facility time – so that individuals who are currently seconded to the trade unions under a facility time arrangement return to their substantive posts.
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:
Council Budget meeting 6 th March 2024
1.6 Report no and / or Budget proposal number and / or Business Case reference number:
CR-09
1.7 Function and cluster:
Corporate Services, People & Citizen Services

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?

Impact on Workforce as a whole

Data on whether or not an employee is a trade union member is not held by Aberdeen City Council. This reflects the legal position that an employee is free to be a trade union member or not, as they choose, and they should not be treated differently or disadvantaged either because they are or are not a trade union member. [Joining a trade union: Trade union membership: your employment rights - GOV.UK \(www.gov.uk\)](#)

The 2023 publication Trade Union Membership Statistical Bulletin identifies that 22.3% of employees are trade union members across the UK workforce as a whole, however within the public sector trade union membership in 2022 (the most recent figures available) membership levels were reported as 48.6% of the workforce.

Age

Trade union support would need to be accessed by members in a different way than currently. The Trade Union Membership Statistical Bulletin published by the Department for Business and Trade in May 2023 identified that trade union membership has a tendency to be higher in employees over the age of 35 than in those aged 34 and under [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](#), with membership levels ranging from the lowest level of 3.7% of employees aged between 16-24 being union members and the highest level of union membership being 39.7% of employees aged over 50.

Disability

Trade union support would need to be accessed by members in a different way than currently. The analysis referred to above identifies that 20.2% of trade union members identified as disabled compared to 16.1% of the total workforce identifying that they have a disability. [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](#)

Gender Reassignment

Trade union support would need to be accessed by members in a different way than currently.

Marriage and Civil Partnership

Trade union support would need to be accessed by members in a different way than currently.

Pregnancy and Maternity

Trade union support would need to be accessed by members in a different way than currently.

Race

Trade union support would need to be accessed by members in a different way than currently. The analysis referred to above identifies that trade union membership is highest amongst UK born employees (24% being union members) and white ethnic groups (23.3 % being trade union members). The level of trade union membership within the Black/Black British ethnic group was reported as 22.8%. The lowest level of union membership was recorded in the Chinese or other ethnic group, with 13.5% of employees in this group being union members. [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Religion or Belief

Trade union support would need to be accessed by members in a different way than currently.

Sex

Trade union support would need to be accessed by members in a different way than currently. In 2022, trade union membership within female employees in the public sector was recorded as 51%, whilst for male employees within the public sector the figures was recorded as 44.2%. [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

Sexual Orientation

Trade union support would need to be accessed by members in a different way than currently.

Impact on Trade Union reps who currently have Facility Time allocated

Currently a total of 11 individuals have facility time allocated to them, representing 4 Trade Unions (EIS, Unison, GMB and Unite). The total fte allocated to facility time is 7.5 fte.

Of these 11 individuals, 6 are female and 5 are male; one employee falls within the 35-50 age group, with the other 10 falling within the over 50 age group.

Should this option be taken, the individuals who are currently seconded to the trade unions under a facility time arrangement will return to their substantive posts.

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?

- Current level of ACC facility time as reported annually [Trade Union \(Facility Time Publication Requirements\) Reg 2017. April 2022- March 2023 | Aberdeen City Council](#)
- The Trade Union Membership Statistical Bulletin May 2023 [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](#)
- Diversity data relating to those employees currently in receipt of facility time.
- The Council's workforce diversity data is available [here](#).

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

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. In part 3, which took place throughout January 2024, there were two face to face sessions for the public to attend and an online consultation. There were 3,179 responses to part 1, 2,564 responses to part 2 and 285 responses to part 3. Included in all parts of the consultation was a specific question regarding the provision of personal support for employees. As the primary impact of this budget option is on staff, the specifics of this budget option did not form part of the public consultation and as a result there is no feedback from the public consultation relating to specific impact of this budget option on people with protected characteristics in the city.

Informal discussions have taken place with trade unions.

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)?

This proposal will solely impact employees of Aberdeen City Council, including those employees who are currently seconded to trade unions on a facility time arrangement.

2.4 What mitigations can be put in place?

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

A wide range of support relating to the type of issues that trade unions may advise on is available to all employees of the Council. This includes wellbeing support and support and guidance around Council policies and processes. [Policies for People \(sharepoint.com\)](#) [Mental Health and Wellbeing \(sharepoint.com\)](#) [A-Z Policies and Guidance \(sharepoint.com\)](#)

Trade unions will continue to be recognised by Aberdeen City Council, and employees will continue have the option to join a trade union and be represented by a trade union rep under any Council policies should they choose.

With mitigations in place, what is the new overall rating of the negative impact(s)?	High	
	Medium	
	Low	X
	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 \(www.gov.scot\)](https://www.gov.scot/publications/fairer-scotland-duty/guidance-for-public-bodies/)

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?

Trade unions on occasion provide welfare support and advice to employees who are experiencing financial difficulties. Employees who wish to access such support will require to do so in a different way (ie via the union website) should the decision be taken to remove dedicated trade union facility time.

The Trade Union Membership Statistical Bulletin May 2023 identified the statistics below in relation to trade union membership across earning bands:

Employees that earn less than £250 per week and employees earning more than £1000 per week were less likely to be members of a trade union compared to those with middling incomes

The proportions of employees who were trade union members by weekly earnings in 2022 were:

- 11.0% of those earning less than £250
- 22.1% of those earning between £250 and £499
- 28.3% of those earning between £500 and £999
- 17.7% of those earning £1,000 and above

Source: [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1141116/Trade-Union-Membership-1995-2022-Statistical-Bulletin.pdf)

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?

- The Trade Union Membership Statistical Bulletin May 2023 [Trade Union membership 1995-2022: statistical bulletin \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1141116/Trade-Union-Membership-1995-2022-Statistical-Bulletin.pdf)
- The Council's workforce diversity data is available [here](#).

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

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. In part 3, which took place throughout January 2024, there were two face to face sessions for the public to attend and an online consultation. There were 3,179 responses to part 1, 2,564 responses to part 2 and 285 responses to part 3. Included in all parts of the consultation was a specific question regarding the provision of personal support for employees.

Informal discussions have taken place with trade unions.

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?

This proposal will solely impact employees of Aberdeen City Council, including those employees who are currently seconded to trade unions on a facility time arrangement.

3.4 What mitigations can be put in place?

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

A wide range of financial advice and support is available to all employees of Aberdeen City Council via the Employee Benefits portal and from the Financial Inclusion team. [Financial Wellbeing - Making Ends Meet \(sharepoint.com\)](#) [Financial Wellbeing/In-Work Poverty \(sharepoint.com\)](#)
 Employees can access salary sacrifice employee benefit schemes and discounts at a range of retailers. [Employee Benefits/Assistance Programme \(sharepoint.com\)](#)

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

High	
Medium	
Low	X
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	
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4.2 In what way will the policy impact Human Rights?

No impact on human rights

4.3 What mitigations can be put in place?

What mitigations are there against any negative impacts (if applicable)?	
N/A	
If mitigations are in place, does this remove the negative impact?	No – negative impact remains
	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		X	

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

No impact on the rights of Children and Young People

5.3 What mitigations can be put in place?

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

N/A

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

No – negative impact remains

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?
It is appreciated that socio-economic disadvantage is often also linked with other factors than protected characteristics, such as being care-experienced, leaving the armed forces or having a history of offending, which means that these groups may also face challenges with employee voice at Aberdeen City Council if this option is accepted.
Overall summary of changes made as a result of impact assessment.
No changes made.
Outline of how impact of policy will be monitored.
Timescales/availability of union representation for employee relations processes. Timescales/availability of union representatives for consultation purposes. Number of disputes being escalated to formal stages.
If there are any remaining negative impacts after mitigation, what is the justification for why this policy should proceed.
Essential cost reduction in staffing and maintenance budgets

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Date	26/2/24
Chief Officer	Lindsay MacInnes
Date	27/02/24