

Pre-Screening Form

■ High Negative Impact identified
■ Medium Negative impact identified
■ Low or No impact Impact identified

Impact Assessment : Considerations under the Equality Act 2010

Proposal for UBC June 2020

Budget Proposal	Service: Resources- Capital		Author:			Chief Officer: John Wilson			Action proposed to reduce impact	Other Impacts / Comments
	Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex		
1	The budget proposal is to increase staff resources across all of the design teams (to varying levels). The proposal also amalgamates teams to bring anticipated efficiencies, proposal assumes that the increase in staff costs will be offset by an increase level in fees generated through a greater output in project delivery. If we are able to increase our staffing resources it should provide greater surety for the delivery of new capital assets.									
2										
3										
4										

Impact Assessment : Considerations under the Fairer Scotland Duty

Proposal for UBC June 2020

Budget Proposal	Service:			Author:			Chief Officer:	
	Low income / income poverty – those who cannot afford regular bills, food, clothing payments	Low and / or no wealth – those that 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 have access to leisure or hobbies	Area deprivation – consider where people live (rural areas) and where they work (accessibility for transport)	Socio-economic background – social class, parents' education, income.	You might not be discriminating, but could your proposal offer a better advantage to those in need?	Action proposed to reduce impact	Other impacts/ Comments
1	Name of proposal	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact
2								
3								
4								

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Impact Assessment : Considerations under the Equality Act 2010

Proposal for UBC June 2020

Budget Proposal	Service: Governance	Author: Jennifer Lawson					Chief Officer: Fraser Bell				Action proposed to reduce impact	Other Impacts / Comments
	Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual orientation			
1	Competence – Compulsory CPD will be carried out by all professional staff in accordance with the Law Society requirements. - The Law Society have agreed to suspend the requirement for CPD for 19/20 so this service standard can be postponed for one year.										None required	No Impact.
2	School Placing and Exclusion Appeals Committee– hearings heard within 28 days of request. The new legislation has amended this to 3 months.										None required	No Impact.
3	School Placing and Exclusion Appeals Committee – hearing dates notified within 14 days of request. The new legislation has removed this requirement.										None required	No Impact.

Impact Assessment : Considerations under the Fairer Scotland Duty

Proposal for UBC June 2020

Budget Proposal	Service:		Author:			Chief Officer:		Action proposed to reduce impact	Other impacts/ Comments
	Low income / income poverty – those who cannot afford regular bills, food, clothing payments	Low and / or no wealth – those that 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 have access to leisure or hobbies	Area deprivation – consider where people live (rural areas) and where they work (accessibility for transport)	Socio-economic background – social class, parents' education, employment, income.	You might not be discriminating, but could your proposal offer a better advantage to those in need?			
1	Competence – Compulsory CPD will be carried out by all professional staff in accordance with the Law Society requirements. - The Law Society have agreed to suspend the requirement for CPD for 19/20 so this service standard can be postponed for one year.							None required	No Impact.
2	School Placing and Exclusion Appeals Committee– hearings heard within 28 days of request. The new legislation has amended this to 3 months.							None required	No Impact.
3	School Placing and Exclusion Appeals Committee – hearing dates notified within 14 days of request. The new legislation has removed this requirement.							None required	No Impact.

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Impact Assessment : Considerations under the Equality Act 2010

Proposal for UBC June 2020

Budget Proposal		Service: Integrated Children's and Family Services			Author: Eleanor Sheppard			Chief Officer: Eleanor Sheppard			Action proposed to reduce impact	Other Impacts / Comments
Name of proposal		Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual orientation		
1	suspend need to ensure all parents who are keen to access 1140 hours of ELC are able to do so, including expansion of the estate	Children aged 2-5 will not be able to access an expanded offer - this is in keeping with a relaxation of the legislation.	All children will continue to access up to 600 hours of ELC	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	600 hours of ELC will be delivered over 20/21 in keeping with national expectations
2	Delay roll out of PEEP across all ELC. Introduce when safe to have groups of parents together on the premises.	Parents and carers of ELC aged children	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	The delivery of PEEP will commence when Scottish Government advice enables small groups of parents to come together as we move through the Routemap.
3	Build capacity across the universal services in how best to support positive mental health and wellbeing	children aged 2-18	Positive impact through staff having a greater understanding of needs and how best to meet them	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	positive impact
4	Establish a targeted multi-agency response to mental health and wellbeing	Children and adults across a community	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	positive impact
5	support school staff and parents to have a better understanding of the world of work and gain access to mentoring opportunities to improve their readiness	all children and young people and families	positive impact by understanding options available	no impact	no impact	no impact	no impact	no impact	no impact	no impact	no impact	positive impact

Impact Assessment : Considerations under the Fairer Scotland Duty

Proposal for UBC June 2020

Budget Proposal		Service:			Author:		Chief Officer:		Action proposed to reduce impact	Other impacts/ Comments
Name of proposal		Low income / income poverty – those who cannot afford regular bills, food, clothing payments	Low and / or no wealth – those that 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 have access to leisure or hobbies	Area deprivation – consider where people live (rural areas) and where they work (accessibility for transport)	Socio-economic background – social class, parents' education, employment, income.	You might not be discriminating, but could your proposal offer a better advantage to those in need?			
1	suspend need to ensure all parents who are keen to access 1140 hours of ELC are able to do so, including expansion of the estate	Potential impact on those seeking work or training although the restrictions currently in place do not allow for delivery of 1140	Potential impact on those seeking work or training although the restrictions currently in place do not allow for delivery of 1140	no impact	no impact	1140 hours has the potential	We will offer an enhanced offer	Offer enhanced support where viable to do so.		
2	Delay roll out of PEEP across all ELC. Introduce when safe to have groups of parents together on the premises.	no impact	no impact	no impact	no impact	PEEP could potentially help	we will prioritise roll out in areas of deprivation in the first instance			
3	Build capacity across the universal services in how best to support positive mental health and wellbeing	positive impact	positive impact	positive impact	positive impact	positive impact	we will continue to ask schools to tailor their offer to the needs of their communities.			
4	Establish a targeted multi-agency response to mental health and wellbeing	positive impact	positive impact	positive impact	positive impact	positive impact	targeting our priority areas			
5	support school staff and parents to have a better understanding of the world of work and gain access to mentoring opportunities to improve their readiness	positive impact	positive impact	positive impact	positive impact	positive impact	Enhanced support available as need be.			

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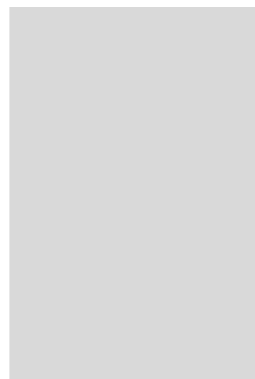
Proposal for UBC June 2020

Budget Proposal	Service: Early Intervention- Housing	Author: Neil Carnegie								Chief Officer:	Action proposed to reduce impact	Other Impacts / Comments	
		Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex				Sexual orientation
1	Name of proposal	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	please put in your mitigating actions	
2	Deliver effective interventions in targeted areas to reduce instances of anti-social behaviour	Reduction in CLD budget will impact on resource available to work with young people	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	Monitor levels of visitors and antisocial behaviour through 2020/21.	
3	Continue to promote diversion activities for youths and adults in our city with enhanced focused on our three locality areas.	Reduction in CLD budget will impact on resource available to work with young people	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	Continue to prioritise resources to most deprived communities and work to support third sector activities.	
4	Continue to ensure that all homeless people and people at risk of homelessness are offered support to find a home	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact		
5	We aim to assess all homeless applications within an average 28 days	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact		
6	We will ensure all homeless people will secure permanent tenancy within 140 days average	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact		
7	We will review and process housing applications within 28 days	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact	No impact		

Impact Assessment : Considerations under the Fairer Scotland Duty

Proposal for UBC June 2020

Budget Proposal	Service:	Author:					Chief Officer:	Action proposed to reduce impact	Other impacts/ Comments
		Low income / income poverty – those who cannot afford regular bills, food, clothing payments	Low and / or no wealth – those that 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 have access to leisure or hobbies	Area deprivation – consider where people live (rural areas) and where they work (accessibility for transport)	Socio-economic background – social class, parents' education, employment, income.			
1	Name of proposal	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact
2	Deliver effective interventions in targeted areas to reduce instances of anti-social behaviour	No impact	No impact	No impact	No impact	No impact	No impact	No impact	
3	Continue to promote diversion activities for youths and adults in our city with enhanced focused on our three locality areas.	No impact	No impact	No impact	No impact	No impact	No impact		
4	Continue to ensure that all homeless people and people at risk of homelessness are offered support to find a home	No impact	No impact	No impact	No impact	No impact	No impact		
5	We aim to assess all homeless applications within an average 28 days	No impact	No impact	No impact	No impact	No impact	No impact		
6	We will ensure all homeless people will secure permanent tenancy within 140 days average	No impact	No impact	No impact	No impact	No impact	No impact		
7	We will review and process housing applications within 28 days	No impact	No impact	No impact	No impact	No impact	No impact		



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Proposal for UBC June 2020

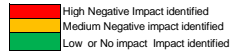
Budget Proposal		Service: Customer Experience									Action proposed to reduce impact	Other Impacts / Comments
		Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual orientation		
		Author: Lucy McKenzie									Chief Officer: Jacqui McKenzie	
1	We will respond to 80% of non complex Subject Access Requests and 70% of complex Subject Access Requests within 3 months (was 75% within 1 month for all)	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact		
2	We will process 90% of Crisis Grant applications within 2 working days (was 95%)	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact		There may be some delay for some applicants but entitlement will not change.
3	We will process 50% of Community Care Grant applications within 15 working days (was 75%)	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact	Low impact		

Impact Assessment : Considerations under the Fairer Scotland Duty

Proposal for UBC June 2020

Budget Proposal		Service: Customer Experience						Action proposed to reduce impact	Other impacts/ Comments
		Low income / income poverty – those who	Low and / or no wealth – those that can meet	Material deprivation – those who cannot	Area deprivation – consider where people	Socio-economic background – social	You might not be discriminating, but		
		Author: Lucy McKenzie						Chief Officer: Jacqui McKenzie	
1	We will respond to 80% of non complex Subject Access Requests and 70% of complex Subject Access Requests within 3 months (was 75% within 1 month for all)	There is no impact	There is no impact	There is no impact	There is no impact	There is no impact	There is no impact		
2	We will process 90% of Crisis Grant applications within 2 working days (was 95%)	There is minimal impact as this type of grant does not normally apply for these categories but may be payable under these circumstances for some first time applicants.	Low impact	Low impact	There is no impact	Low impact	There is no impact	Food parcels are available from CFINE for those in urgent need of food.	Up to 5% of applicants (up to 12 per week) may potentially have to wait 3 working days for an award to be issued but their entitlement will not change.
3	We will process 50% of Community Care Grant applications within 15 working days (was 75%)	There is no impact as this type of grant does not apply to these categories	There is no impact as this type of grant does not apply to these categories	Low impact	There is no impact	Low impact	There is no impact		Some applicants (around 3 per week) may potentially have to wait longer for an award but their entitlement will not change.

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Impact Assessment : Considerations under the Equality Act 2010
 Proposal for UBC June 2020

Budget Proposal		Service: Finance	Author: Jonathan Belford				Chief Officer: Jonathan Belford				Action proposed to reduce impact	Other Impacts / Comments
		Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual orientation		
1	Build on proposed redesign of critical accounting services based on current staffing numbers, with emphasis on supporting succession planning and preparing for future design of service. This will save 5.2FTE during the year, in non use of vacant posts and will mean changes to service standards during the year, particularly around capacity to support budget holders from the business advice team.	None	None								Prioritise critical services, regularly review the workflow for financial assessments and manage volumes, to ensure assessments completed in a timely way.	Redesign is primarily based on making best use of the resources currently in post therefore impact on individuals can be mitigated by the use of Council policies, for example for recruitment and VSER to ensure consistency and equality in future decision
2				None	None	None	None	None	None	None		
3												

4

Impact Assessment : Considerations under the Fairer Scotland Duty
 Proposal for UBC June 2020

Budget Proposal		Service: Finance	Author: Jonathan Belford	Chief Officer: Jonathan Belford								
		Low income / income poverty	Low and / or no wealth – those	Material deprivation – those w	Area deprivation – consider w	Socio-economic background	You might not be discriminat	Action proposed to reduce impact	Other impacts/ Comments			
1	Build on proposed redesign of critical accounting services based on current staffing numbers, with emphasis on supporting succession planning and preparing for future design of service. This will save 5.2FTE during the year, in non use of vacant posts and will mean changes to service standards during the year, particularly around capacity to support budget holders from the business advice team.							Area of potential impact would be financial assessments undertaken to determine charging, all proposals maintain the delivery of assessments, carried out in conjunction with social care team, customers and care providers.				
2		None	None	None	None	None	None					

3

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Impact Assessment : Considerations under the Equality Act 20

Proposal for UBC June 2020

Budget Proposal		Service: Operations and Protective Services					Author: Chief Officer:Mark Reilly				Action proposed to reduce impact	Other Impacts /
		Age	Disability	Gender reassignment	Marriage and civil partnership	Pregnancy and maternity	Race	Religion or belief	Sex	Sexual orientation		
Ref	Name of proposal	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	Give details of impact	please put in your mitigating actions	
OPOP006	Janitorial - Cease provision of Priority 2 and 3 School Crossing Patrol (retain Priority 1 and fee paying crossings)	This option will impact on our most elderly workforce, as employees in the service are predominantly older than normal retirement age. Impact has been marked as high, as there would be extremely limited redeployment opportunities for employees and option									Publicise change to service in advance of implementation.	
OPOP007	Janitorial - Reduction in additional hours spend due to cessation of letting activity during COVID-19 response (NOTE: In-year 2020/21 saving only)											
OPOP008	Office & Building Management (OBM) - Reduction in additional hours spend due to cessation of weddings, meetings and other events at Marischal College and Town House during COVID-19 response (NOTE: In-year 2020/21 saving only)											
OPOP009	Suspend Trainee EHO post for 1 year (20/21)											
OPOP010	Review provision of dedicated "Out of Hours" Duty Officer, effective from 01/09/2020											
OPOP011	Reduction in Equipment budget for 1 year (20/21)											
OPOP012	Cease parking permits for Senior Officers in Protective Services effective from 01/09/2020.											
OPOP013	Review overtime within Protective Services											
OPOP018	Roads depot removal (Peterculter) However the Culter Man shed could be transferred to a community asset											
OPOP019	Reduce Lining Works - This is an in year (2020 / 21) reduction only If maintenance was reduced long term then the risk would exponentially increase on Public Liability claims and reduced income from the inability to carry out enforcement											
OPOP020	Increase Capital Drainage works - This is an in year (2020 / 21) reduction only. This would be the redirection of staff from the reduced revenue works onto the drainage capital scheme											
OPOP021	Reduce Street Lighting Level by 50% during the hours of 12am to 5am on assets with the technology to do so (expected 50% by September). Note - This is an in year (2020 / 21) reduction only - This will not comply with standards and as such There is a risk to the increase of PL claims and compliance issues with our Statutory requirements under the Road Scotland Act. This links to Clean and Green and will contribute to a reduction in our Carbon Footprint.	When considering pedestrians, there could be concern this proposal would have a negative effect on the elderly and children, both in terms of road safety and personal security.	When considering disabled pedestrians, there could be concern this proposal would have a negative effect on the elderly and children, both in terms of road safety and personal security.						There could be concerns this proposal would have a disproportionate negative effect on the female gender; this being in terms of personal security and the possibility of being subject to crime during the hours of darkness .		While the street lighting levels would be reduced at times where footfall and traffic has lessened, it would still be maintained at a level that retains an adequate margin of safety, both in terms of road safety and personal security	The impact may also be relevant to other groups who are targeted for the many reasons of hate crime.

OPOP024	Street weed spraying. First spray of year will not take place in 2020. (for year 2020/21 only).								
OPOP025	Chewing gum removal will not take place in 2020. (for year 2020/21 only).								
OPOP026	Suspend / delay some project work in parks for 2020. (for year 2020/21 only).								
OPOP027	Automatic public toilets (APCs) are closed. (for first 3 months of year 20/21 only).								
OPOP030	Service redesign of street sweeping team.								
OPOP031	Saving on fleet and fuel costs due to services not operating (based on first 3 months for year 2020/21 only). Removed - was 75k - double count with 39								
OPOP032	Saving on agency and overtime costs due to services not operating (based on first 3 months for year 2020/21 only).								
OPOP033	Saving on staff travel costs due to services not operating (based on first 3 months for year 2020/21 only). Removed - was 7k - double count with CPS								
OPOP034	Savings In Bloom admin costs (for year 20/21 only) as campaign cancelled.								
OPOP039	Reduced Fuel purchases (Diesel)								
OPOP040	Further improvements in 'first time fixes', including bringing in video consultations and photo attachments, with tenants to diagnose the fault and repair required								
OPOP041	Increasing the number of boiler and heating system replacements carried out by building services staff instead of an outside contractor								
OPOP042	Increase in homeless and mainstream voids housing repairs productivity and turnover by further reallocation of trades staff from non critical capital work, coupled with accelerated rollout of the voids trades staff mobile working, saving time and duplication on support teams, increased use of van stocks and introduction of stock delivery system to generate efficiency from trades staff.								