



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.

Title* Name your business case, policy, strategy or proposal (including budget proposals)	Reduce Cleaning Service provision by 20% across the entire operational property portfolio							
Is this a new or existing policy/ proposal?	This is a new proposal.							
Brief description of policy / proposal (including intended outcomes and purposes)	This proposal would deliver an indicative budget saving of £1m per annum. The service is however, absolutely critical to the Council's COVID-19 pandemic response with the importance of effective cleaning paramount.							
Do you consider this proposal to have an impact on the:								
a. Human Rights of people?	Yes	No	Unsure					
b. Rights of Children and Young people?	Yes	No	Unsure					
What is your assessment of the impact on groups with: a. Protected characteristics b. Children and young people c. Other For example -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					X		
	Disability					X		
	Gender Reassignment					X		
	Marriage and Civil partnership					X		
	Pregnancy and Maternity					X		
	Race					X		
	Religion or Belief					X		
	Sex - Gender Identity			X				
	Sexual Orientation					X		
	Children and young people				X			
	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?	Yes	No	Unsure					
What considerations did you have when the above selections?								
Internal or existing data Please detail your sources	Reference to previous EHRIA's and IIA's.							
Consultations with officers or partner organisations Please list your sources	Chief Officers from all other services have had sight of all budget options being put forward.							

Other: Please list your sources			
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 – please explain	No	Unsure
Does this proposal contribute to the Council’s Equality Outcomes 2021-25 ?	Yes – please explain	No	Unsure
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:			
Will a full assessment be required?	Yes	No	Unsure
Assessment completed by: Name and job title	Andy Campbell, Facilities & Transportation Manager		
Date:	14/01/2022		
Signed and approved by Chief Officer (Name and signature)	Mark Reilly, Chief Officer (Operations & Protective Services)		

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

	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	N/A	Residents, employees and pupils would need to undertake more self-cleaning to ensure that buildings were clean and safe for occupation.
Article 7 No punishment without law	N/A	
Article 8 Right to respect for private and family life, home and correspondence	N/A	
Article 9 Freedom of thought, conscience and religion	N/A	
Article 10 Freedom of expression	N/A	
Article 11 Freedom of assembly and association	N/A	

Article 12 Right to marry and to found a family	N/A	
Article 14 Right not to be subject to discrimination	N/A	
Article 1 of Protocol 1 Protection of property	Yes. Cleaning, especially during a pandemic is critical to ensure that our properties are clean and safe places for our citizens to live within, visit or work within.	
Article 2 of Protocol 1 Right to education	Yes. Cleaning can be seen as an enabling service which ensures schools are clean and safe places to allow our children and young people to be taught in appropriate surroundings.	
Article 3 of Protocol 1 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.

	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	N/A	Teaching/school support employees and pupils would need to undertake more self-cleaning to ensure that school buildings were clean and safe for occupation.
Article 2 non-discrimination	N/A	
Article 3 best interests of the child	Yes. Cleaning can be seen as an enabling service which ensures schools are clean and safe places to allow our children and young people to be taught in appropriate surroundings.	
Article 4 implementation of the convention	N/A	
Article 5 parental guidance and a child's evolving capacities	N/A	
Article 6 life, survival and development	N/A	
Article 7	N/A	

birth registration, name, nationality, care		
Article 8 protection and preservation of identity	N/A	
Article 9 separation from parents	N/A	
Article 10 family reunification	N/A	
Article 11 abduction and non-return of children	N/A	
Article 12 respect for the views of the child	N/A	
Article 13 freedom of expression	N/A	
Article 14 freedom of thought, belief and religion	N/A	
Article 15 freedom of association	N/A	
Article 16 right to privacy	N/A	
Article 17 access to information from the media	N/A	
Article 18 parental responsibilities and state assistance	N/A	
Article 19 protection from violence, abuse and neglect	N/A	
Article 20	N/A	

children unable to live with their family		
Article 21 adoption	N/A	
Article 22 refugee children	N/A	
Article 23 children with a disability	N/A	
Article 24 health and health services	N/A	
Article 25 review of treatment in care	N/A	
Article 26 social security	N/A	
Article 27 adequate standard of living	N/A	
Article 28 right to education	Yes, there would be concern that schools were not in a clean and safe enough condition to be opened to allow children and young people to receive their education.	
Article 29 goals of education	N/A	
Article 30 children from minority or indigenous groups	N/A	
Article 31 leisure, play and culture	N/A	
Article 32 child labour	N/A	

Article 33 drug abuse	N/A		
Article 34 sexual exploitation	N/A		
Article 35 abduction, sale and trafficking	N/A		
Article 36 other forms of exploitation	N/A		
Article 37 inhumane treatment and detention	N/A		
Article 38 war and armed conflicts	N/A		
Article 39 recovery from trauma and reintegration	N/A		
Article 40 juvenile justice	N/A		
Article 41 respect for higher national standards	N/A		
Article 42 knowledge of rights	N/A		
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
Age A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).	N/A	The current breakdown of employees in Cleaning Services is as follows: Female: 357 (85%) Male: 64 (15%) If the proposal was to be taken forward, a business case would be required which would be subject to full consultation with the employee group and Trade Union representatives. The intention would be for 'natural wastage' to be used to allow employees to naturally leave the organisation, a review of currently vacant posts undertaken. All employees are on city-wide contracts, so could be repurposed to clean other properties to ensure that the 20% reduction was being equitably implemented across the portfolio.
Disability people with disabilities / long standing conditions	N/A	
Race (including Gypsy / Travellers) people from minority ethnic communities and different racial backgrounds	N/A	
Religion or belief people with different religion and belief to include those with no beliefs	N/A	
Sex - Gender identity men or women, boys and girls	The Cleaning service workforce is predominantly female, although there are numbers of male employees. From previous rounds of efficiencies, this, as well as low pay, has historically been quoted as being discriminatory.	

<p>Pregnancy and maternity women who are pregnant and / or on maternity leave</p>	<p>N/A</p>	
<p>Sexual orientation lesbian, gay, bisexual, heterosexual / straight</p>	<p>N/A</p>	
<p>Gender reassignment anybody whose gender identity / expression is different to the sex assigned to them at birth</p>	<p>N/A</p>	
<p>Marriage and civil partnership people who are married or in a civil partnership</p>	<p>N/A</p>	

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.	Option would affect some of our lowest paid employees, who will already be most impacted by the financial consequences of the pandemic. All employees are on the G4 point of the salary scale and the workforce is predominantly elderly.	Consultation would be undertaken with the employee group and Trade Union representatives. All employees affected by a reduction in service option could find themselves in a redeployment situation and would enter that process. It would be hoped that through natural wastage, vacancy management and repurposing employees to clean other properties, no remaining employees will suffer financial detriment.
Low and/or no wealth - those who can meet basic living costs but have no savings for unexpected spend or provision for the future	N/A	
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	N/A	

Area deprivation - consider where people live and where they work (accessibility and cost of transport)	N/A	
Socio-economic background - social class, parents' education, employment, income.	N/A	

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	There has been no consultation on this proposal to date, as it is a confidential budget option at this stage. Full consultation with the employee group and Trade Union representatives would be undertaken at the appropriate juncture.	
Summarise the changes or improvements that have been made to the policy because of the consultation.	N/A	
Set out what suggested changes or improvements that have not been made and why	N/A	
What impact(s) has the consultation had upon your proposal?	N/A	
How will this policy be monitored	Through discussion with Premises Responsible Persons, Service Managers and Chief Officers.	
Use this section to justify why your proposal should go ahead despite the negative impacts identified.	<p>There is a requirement to ensure the Council sets a balanced budget, which requires difficult decisions to be taken and this includes proposals with negative impacts.</p> <p>That being said, the service cannot justify this proposal going ahead, as the Cleaning Service is a critical enabling service, the importance of which is absolutely paramount, particularly during response to a global pandemic.</p>	

Authorisation and sign off: for Stage 2:

Title of Policy / proposal:	Reduce Cleaning Service provision by 20% across the entire operational property portfolio	
Directorate and Cluster:	Operations, Operations & Protective Services	
Policy and assessment author (s)	Name: Andy Campbell Job title: Facilities & Transportation Manager Date: 14/01/2022	Name: Job title: Date:
Authorised and approved by Director or Chief Officer	Name: Mark Reilly Job title: Chief Officer (Operations & Protective Services) Date: 14/01/22	Name: Job title: Date:

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