



# 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.

<b>Title*</b> Name your business case, policy, strategy or proposal (including budget proposals)	Reduction of pay bill via changes to terms and conditions of employment							
Is this a new or existing policy/ proposal?	New							
Brief description of policy / proposal (including intended outcomes and purposes)	<p>Renegotiate local terms and conditions of employment relating to SJC, Craft and Chief Officers to reduce the pay bill without need for redundancies.</p> <p>The proposed changes would be from a list of possible options, and would be consulted on with Trade Unions, these options might include the following:</p> <ol style="list-style-type: none"> <li>1. Reduction in contractual hours from 37 hours to 35 hours per week applied to all staff except those on SNCT terms (teaching staff). Part time staff would be reduced on a pro rata basis.</li> <li>2. Introduction of unpaid leave days.</li> <li>3. Remove additional payments for Non-Standard working week allowances (to pay at flat rate) - relating to out of hours and weekend working.</li> <li>4. Remove additional payments for overtime (to pay at flat rate)</li> <li>5. Remove the use of standby allowance, but to maintain call out payments.</li> </ol>							
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	<b>H</b>	High negative impact	<b>H</b>	<b>M</b>	<b>L</b>	<b>N</b>	<b>P</b>	<b>U</b>
	<b>M</b>	Medium negative impact						
	<b>L</b>	Low negative impact						
	<b>N</b>	No impact						
	<b>P</b>	Positive impact						
	<b>U</b>	Unsure						
Age								
Disability								
Gender Reassignment								

access goods, services and information with no barriers.	Marriage and Civil partnership						
	Pregnancy and Maternity						
	Race						
	Religion or Belief						
	Sex		✓				
	Sexual Orientation						
	Children and young people						
	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✓ (To be identified at a later point)				
<p>What considerations did you have when making the above selections?</p> <p>There are a range of changes to terms and conditions being considered, as detailed above. These would first require to be discussed and then negotiated with the trade unions before any could be applied. It is not possible at this stage to identify which changes are most likely to be taken forward. There is likely to be a gender equality impact in relation to some of the changes if they were to proceed e.g. there are some allowances that are claimed in a higher proportion by one gender than another. For the purposes of this initial impact assessment a 'medium' impact has been identified as a preliminary assessment in relation to gender.</p> <p>If this is accepted as a budget option to pursue, discussions would commence with the trade unions on specific proposals and at that stage each proposal would be more fully impact assessed.</p>							
Internal or existing data <i>Please detail your sources</i>	If this budget option is to be taken forward, data will be gathered on specific proposals on changes to terms and conditions of employment, to identify any equality or other impacts.						
Consultations with officers or partner organisations <i>Please list your sources</i>	Consultation with other officers in P&OD.						
Other: <i>Please list your sources</i>	N/A						
Does this proposal contribute to the <a href="#">Public Sector Equality Duty</a> 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 <a href="#">Equality Outcomes 2021-25</a> ?	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: It is concerned with budget savings for the Council.

Will a full assessment be required?	Yes✓	No	Unsure
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Assessment completed by: Name and job title	Keith Tennant - Policy Lead, People and Organisational Development
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Date:	19.1.22
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Signed and approved by Chief Officer (Name and signature)	Isla Newcombe - Chief Officer - People and Organisational Development
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If you have any queries or require this form in an alternative format, please contact [equality\\_and\\_diveristy@aberdeencity.gov.uk](mailto: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](#)? **No.**

Identify the relevant Article and record the relevant impact and describe as a summary the mitigating steps proposed.

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

<b>Article 1 of Protocol 1</b> Protection of property		
<b>Article 2 of Protocol 1</b> Right to education		
<b>Article 3 of Protocol 1</b> 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. **No impact on children and young people’s rights.**

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.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Article 1</b> definition of the child		
<b>Article 2</b> non-discrimination		
<b>Article 3</b> best interests of the child		
<b>Article 4</b> implementation of the convention		
<b>Article 5</b>		

parental guidance and a child's evolving capacities		
<b>Article 6</b> life, survival and development		
<b>Article 7</b> birth registration, name, nationality, care		
<b>Article 8</b> protection and preservation of identity		
<b>Article 9</b> separation from parents		
<b>Article 10</b> family reunification		
<b>Article 11</b> abduction and non-return of children		
<b>Article 12</b> respect for the views of the child		
<b>Article 13</b> freedom of expression		
<b>Article 14</b> freedom of thought, belief and religion		
<b>Article 15</b> freedom of association		
<b>Article 16</b> right to privacy		
<b>Article 17</b> access to information from the media		
<b>Article 18</b>		

parental responsibilities and state assistance		
<b>Article 19</b> protection from violence, abuse and neglect		
<b>Article 20</b> children unable to live with their family		
<b>Article 21</b> adoption		
<b>Article 22</b> refugee children		
<b>Article 23</b> children with a disability		
<b>Article 24</b> health and health services		
<b>Article 25</b> review of treatment in care		
<b>Article 26</b> social security		
<b>Article 27</b> adequate standard of living		
<b>Article 28</b> right to education		
<b>Article 29</b> goals of education		
<b>Article 30</b> children from minority or indigenous groups		
<b>Article 31</b> leisure, play and culture		



<b>Article 32</b> child labour			
<b>Article 33</b> drug abuse			
<b>Article 34</b> sexual exploitation			
<b>Article 35</b> abduction, sale and trafficking			
<b>Article 36</b> other forms of exploitation			
<b>Article 37</b> inhumane treatment and detention			
<b>Article 38</b> war and armed conflicts			
<b>Article 39</b> recovery from trauma and reintegration			
<b>Article 40</b> juvenile justice			
<b>Article 41</b> respect for higher national standards			
<b>Article 42</b> knowledge of rights			
<b>Optional</b> 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.

	<b>High / Medium Negative impact</b>	<b>Mitigations</b> Please state/summarise your mitigating actions for the negative impact(s) identified in stage 1
<b>Age</b> A person belonging to a particular age (for example 32-year-olds) or range of ages (for example 18 to 30year olds).		
<b>Disability</b> people with disabilities / long standing conditions		
<b>Race (including Gypsy / Travellers)</b> people from minority ethnic communities and different racial backgrounds		
<b>Religion or belief</b> people with different religion and belief to include those with no beliefs		
<b>Sex - Gender identity</b> men or women, boys and girls	<p>✓Medium.</p> <p>There are a range of changes to terms and conditions being considered, as detailed above. These would first require to be discussed and then negotiated with the trade unions before any could be applied. It is not possible at this stage to identify which changes are most likely to be taken forward. There is likely to be a gender equality impact in relation to some of the changes if they were to proceed e.g. there are some allowances that are</p>	

	<p>claimed in a higher proportion by one gender than another. For the purposes of this initial impact assessment a 'medium' impact has been identified as a preliminary assessment in relation to gender.</p> <p>If this is accepted as a budget option to pursue, discussions would commence with the trade unions on specific proposals and at that stage each proposal would be more fully impact assessed.</p>	
<p><b>Pregnancy and maternity</b> women who are pregnant and / or on maternity leave</p>		
<p><b>Sexual orientation</b> lesbian, gay, bisexual, heterosexual / straight</p>		
<p><b>Gender reassignment</b> anybody whose gender identity / expression is different to the sex assigned to them at birth</p>		
<p><b>Marriage and civil partnership</b> people who are married or in a civil partnership</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.

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

### Consultation and monitoring

	<b>Yes</b>	<b>No✓</b>
Have you undertaken any of form of consultation with any of the affected groups?		
Describe the consultation processes/methods undertaken and the number of participants/respondents	N/A	

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	Feedback from employees or trade unions will be carefully considered on an ongoing basis.
Use this section to justify why your proposal should go ahead despite the negative impacts identified.	It will result in financial savings for the Council with the equality impact to be more fully identified once a decision has been taken on this budget option and which aspects of the proposal are likely to be taken forward.

#### Authorisation and sign off: for Stage 2:

<b>Title of Policy / proposal:</b>	Reduction of pay bill via changes to terms and conditions of employment	
<b>Directorate and Cluster:</b>	Resources - People and Organisational Development	
<b>Policy and assessment author (s)</b>	Name: Keith Tennant Job title: Policy Lead Date: 19.1.22	Name: Job title: Date:
<b>Authorised and approved by Director or Chief Officer</b>	Name: Isla Newcombe Job title: Chief Officer - People and Organisational Development Date: 19.1.22	Name: Job title: Date:

Following completion and approval, please email your completed assessment to:  
[equality\\_and\\_diveristy@aberdeencity.gov.uk](mailto:equality_and_diveristy@aberdeencity.gov.uk)