



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)	Cease the Financial Award Element within Long Service Award Scheme.							
Is this a new or existing policy/ proposal?	New							
Brief description of policy / proposal (including intended outcomes and purposes)	<p>The award is currently £300 for employees with 25 years continuous service and up to 40 years' continuous service, and £600 for employees with over 40 years' continuous service. It is administered, for those who qualify, at the point the employee leaves the Council. The proposal is to end the financial award element within the Long Service Award Scheme for anyone leaving after 31 March 2022.</p> <p>Recognition of long service will still be made using means other than a financial reward and the scheme may include a greater number of anniversaries and apply whilst employees are still in post.</p> <p>Actual saving will depend on number of long serving employees leaving the organisation. Long serving staff may feel de-valued at the removal of the financial award, however, the means to recognise service would still be in place using other options.</p>							
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		✓					
	Disability				✓			
	Gender Reassignment				✓			
	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				
What considerations did you have when making the above selections? The potential impact on older employees nearing retirement (many of whom will have sufficient service to qualify for a long service award) who may have had an expectation of receiving the existing award.							
Internal or existing data <i>Please detail your sources</i>	N/A						
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 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: The measure is primarily concerned with budget savings.							
Will a full assessment be required?	Yes✓	No	Unsure				
Assessment completed by: Name and job title	Keith Tennant - Policy Lead, People and Organisational Development						
Date:	17.1.22						
Signed and approved by Chief Officer (Name and signature)	Isla Newcombe - Chief Officer - People and Organisational Development						

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](#)? **No.**

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		

Article 7 No punishment without law		
Article 8 Right to respect for private and family life, home and correspondence		
Article 9 Freedom of thought, conscience and religion		
Article 10 Freedom of expression		
Article 11 Freedom of assembly and association		
Article 12 Right to marry and to found a family		
Article 14 Right not to be subject to discrimination		
Article 1 of Protocol 1 Protection of property		
Article 2 of Protocol 1 Right to education		
Article 3 of Protocol 1 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.

	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		
Article 2 non-discrimination		
Article 3 best interests of the child		
Article 4 implementation of the convention		
Article 5 parental guidance and a child's evolving capacities		
Article 6 life, survival and development		
Article 7 birth registration, name, nationality, care		
Article 8 protection and preservation of identity		
Article 9 separation from parents		
Article 10 family reunification		

Article 11 abduction and non- return of children		
Article 12 respect for the views of the child		
Article 13 freedom of expression		
Article 14 freedom of thought, belief and religion		
Article 15 freedom of association		
Article 16 right to privacy		
Article 17 access to information from the media		
Article 18 parental responsibilities and state assistance		
Article 19 protection from violence, abuse and neglect		
Article 20 children unable to live with their family		
Article 21 adoption		
Article 22 refugee children		
Article 23 children with a disability		
Article 24		

health and health services		
Article 25 review of treatment in care		
Article 26 social security		
Article 27 adequate standard of living		
Article 28 right to education		
Article 29 goals of education		
Article 30 children from minority or indigenous groups		
Article 31 leisure, play and culture		
Article 32 child labour		
Article 33 drug abuse		
Article 34 sexual exploitation		
Article 35 abduction, sale and trafficking		
Article 36 other forms of exploitation		
Article 37 inhumane treatment and detention		
Article 38		

war and armed conflicts			
Article 39 recovery from trauma and reintegration			
Article 40 juvenile justice			
Article 41 respect for higher national standards			
Article 42 knowledge of rights			
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).	✓ Medium Potential impact on older employees nearing retirement (many of whom will have sufficient service to qualify) who may have had an expectation of receiving the existing award.	The proposed change in policy will first be consulted on with the trade unions and any comments carefully considered. This will then be communicated around the organisation to ensure that employees are aware of the change and understand the reason for it. The alternatives to the monetary award to recognise long service will be highlighted in the communication.
Disability people with disabilities / long standing conditions		
Race (including Gypsy / Travellers)		

people from minority ethnic communities and different racial backgrounds		
Religion or belief people with different religion and belief to include those with no beliefs		
Sex - Gender identity men or women, boys and girls		
Pregnancy and maternity women who are pregnant and / or on maternity leave		
Sexual orientation lesbian, gay, bisexual, heterosexual / straight		
Gender reassignment anybody whose gender identity / expression is different to the sex assigned to them at birth		
Marriage and civil partnership people who are married or in a civil partnership		

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. **No Socio-Economic Inequalities are expected to apply.**

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.		
Low and/or no wealth - those who 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 access to leisure or hobbies		
Area deprivation - consider where people live and where they work (accessibility and cost of transport)		
Socio-economic background - social class, parents' education, employment, income.		

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	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	Any 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 some financial savings for the Council and should only have a medium negative impact in relation to equality.

Authorisation and sign off: for Stage 2:

Title of Policy / proposal:	Cease the Financial Award Element within Long Service Award Scheme.	
Directorate and Cluster:	Resources - People and Organisational Development	
Policy and assessment author (s)	Name: Keith Tennant Job title: Policy Lead - People and Organisational Development Date: 17.1.21	Name: Job title: Date:
Authorised and approved by Director or Chief Officer	Name: Isla Newcombe Job title: Chief Officer - People and Organisational Development Date: 17.1.21	Name: Job title: Date:

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