

6- EHRIA Summary and Action Planning

Report Title	Budget options 17/18 - impact on employees			
Assessment not required	Evidence			
Assessment completed	As a result of completing this assessment, what actions are proposed to remove or reduce any risks of adverse outcomes which were identified?			
Identified Risk and to whom:	Recommended Actions:	Responsible Lead:	Completion Date:	Review Date:
SO16 Redesign of Pupil Support: Staff members are treated unfairly during the redesign process.	A full review of Pupil Support will be undertaken; this will allocate staff in accordance with the needs of the pupils they support. Voluntary Severance will be offered and/or different work where appropriate, with key consideration given to being fair to all staff members.	Helen Shanks	22/02/17	
SO18 Redesign the Building Service Apprenticeship scheme to match current projected opportunities: Young people and other staff members looking for career progression are disadvantaged as a consequence of reduced opportunities in their area.	The service will review its Apprenticeship Scheme to ensure that it continues to support as many high quality Apprenticeship placements as it can, ensuring the continuation of such support for young people and others. Current staff members will be retained in their posts, those who are already engaged in the Apprenticeship Scheme will not be affected.	John Quinn	22/02/17	

<p>SO20 Communities & Housing Management Restructure: Staff are given unfair workloads as a consequence in the reduction of posts.</p>	<p>The posts that will be removed are currently vacant; this means the work is already being covered by staff, therefore no one person should notice a major increase in their workloads. Even so, the service will ensure that workloads are managed to ensure no one person is unfairly adversely affected.</p>	<p>Derek McGowan</p>	<p>22/02/17</p>	
<p>SO49 Promote School Crossing patrol responsibilities to Unpaid Volunteers: ACC's older workforce is unfairly affected, as posts that are predominantly filled by older adults are moved to unpaid work.</p>	<p>As most of these posts are currently vacant the impact will only be on a few, the service will ensure that voluntary severance is offered and/or alternative work as appropriate. Staff will be kept well-informed and the process will be subject to ongoing scrutiny to ensure that no one person/group is unfairly treated.</p>	<p>John Quinn</p>	<p>22/02/17</p>	
<p>SO91 Remove 100% of all staffing underspends from vacant posts: Services feel increased pressure to not recruit to posts, reducing employment opportunity within Aberdeen and affecting the workload of existing staff members.</p>	<p>Services should not feel that this is a deterrent to recruit to posts that need to be filled. The action here will be to communicate effectively throughout the organisation how this option will work and that this is to recoup savings made due to natural turnover and not to reduce establishments.</p>	<p>Euan Couperwhite</p>	<p>22/02/17</p>	
<p>SO118 Remove allowances for eye examinations and contribution for spectacles: Staff members who rely on glasses and eye care in order to fulfil their role within the Council are disadvantaged because they cannot access the level of care they need without financial support.</p>	<p>Eye exams are currently provided free to user by the NHS. It is recognised that employees will now bear the full cost of spectacles. Further adjustments to workspaces to aid those with eyesight problems will still be undertaken on a case by case basis to ensure that employees are not unfairly affected.</p>	<p>Euan Couperwhite</p>	<p>22/02/17</p>	

<p>SO42 General Grass/Street Cleaning Reduction: Staff members are unfairly treated during a reduction in this service.</p>	<p>Voluntary severance will be offered and/or alternative work provided where appropriate. Staff will be kept well informed and management will ensure that a key consideration to this reduction is the treatment of staff.</p>	<p>Mark Reily</p>	<p>22/02/17</p>	
<p>SO2 Leased Income Maximisation - Marischal College: Working conditions within Marischal College become overcrowded and staff morale plummets as a consequence.</p>	<p>Other methods of working will be considered such as flexible working, working from home, hot desking and utilising other Council buildings for those mobile workers. For some, these options will suit their lifestyles; this should allow those who would not be interested in such schemes to continue to work within Marischal College.</p>	<p>John Quinn</p>	<p>22/02/17</p>	
<p>SO102 Income generation by charging staff for parking at work establishments: Staff members are unfairly affected by parking charges as they are more reliant upon their car for work.</p>	<p>Essential car users will still receive reimbursement for expenses relating to their car in the normal way. Staff members who use their car for their work will need to submit T&S claims which will be reviewed by their line manager as usual. In this way, no one who necessarily uses their cars for work will be disadvantaged. Blue badge holders will still receive free access to parking as usual.</p>	<p>John Quinn</p>	<p>22/02/17</p>	
<p>SO12 Community Safety Staffing - City Wardens and Transport Marshals: Existing staff members within this service are adversely affected as they have an increased workload due to the service not recruiting to vacancies.</p>	<p>These posts have been notoriously difficult to recruit to; the service will ensure that workload is reduced and expectations changed in line with a reduced workforce.</p>	<p>Neil Carnegie</p>	<p>22/02/17</p>	

<p>SO15 Waste Service Review: Staff members are treated unfairly when work is allocated under the new service structure.</p>	<p>This option will see a reduction in agency work and overtime. When choosing staff for remaining overtime, managers will need to be aware that they should use a fair and transparent method.</p>	<p>Mark Reily</p>	<p>22/02/17</p>	
<p>SO17 Redesign Music Service: Music instructors will not be employed directly by ACC, music provision will cease as instructors are unable to continue providing this service.</p>	<p>ACC will move from employing instructors directly to empowering parents to book tuition directly with tutors through a brokering service. A brokering process will need to be developed to ensure fair and transparent practice; changes made to how the music service will look post-review will be comprehensively communicated to instructors affected.</p>	<p>Andrew Griffiths</p>	<p>22/02/17</p>	
<p>SO37 Reduce Corporate Training Budget & Service Training Budgets: Staff members lack appropriate skills to provide their services at a good standard. Staff members struggle to progress through their career as they lack development opportunities. Staff retention declines.</p>	<p>Care should be taken to align the budget with actual spend and not to slash and burn the current provision. High demand training services will be prioritised and when choosing which services to provide consideration should be given to treating each staff group equally and fairly.</p>	<p>Ewan Sutherland</p>	<p>22/02/17</p>	
<p>SO39 Review and target support for the Cultural Programme: Staff members can no longer engage in the running of the cultural programme in the same way, sessions are chosen in an unfair manner leading to some groups being subject to an increased adverse effect.</p>	<p>A full review will be undertaken of the current programme and tailored to demand. Key consideration will be given as to the impact on staff groups when deciding how the new programme will operate and what new or different work will be given to staff.</p>	<p>Andrew Griffiths</p>	<p>22/02/17</p>	

<p>SO43 Close Public Toilets: Closure of public toilets leads to toilet attendants being unfairly put out of work leading to financial hardship.</p>	<p>Staff will be communicated with about any changes that are made, voluntary redundancy will be offered where it is wanted and alternative work given if not. Managers will ensure that staff members are listened to regarding their work preferences and action taken where possible.</p>	<p>Mark Reily</p>	<p>22/02/17</p>	
<p>SO85 Review of the Library Provision: Due to library closures staff members may not have the same work to do. An unfair selection process leads to some groups being more highly adversely affected.</p>	<p>Staff will be communicated with about any changes that are made, voluntary redundancy will be offered where it is wanted and alternative work given if not. Managers will ensure that staff members are listened to regarding their work preferences and action taken where possible.</p>	<p>Andrew Griffiths</p>	<p>22/02/17</p>	
<p>SO92 Stop Providing Home Safety Stair Gates free of charge and remove provision of Pissoirs: Staff members who clean the streets and provide caring services have a heightened workload as a lack of stair gates leads to children becoming injured and a lack of Pissoirs leads to increased public urination.</p>	<p>The onus will be on parents to ensure that their children are kept safe, either by installing stair gates themselves or providing increased supervision. Pissoirs are currently located in the city centre where there are bars, clubs and other facilities located nearby, all of which have toilets available. In order to ensure an increased workload will not be experienced the general public will need to be communicated to about the changes.</p>	<p>Derek McGowan</p>	<p>22/02/17</p>	
<p>SO134 Review and reduce overtime budgets under the remit of the Head of Service for Public Infrastructure & Environment: Staff members who work regular overtime will have their income reduced.</p>	<p>This option will see a reduction in agency work and overtime. When choosing staff for remaining overtime, managers will need to be aware that they should use a fair and transparent method.</p>	<p>Mark Reilly</p>	<p>22/02/17</p>	

<p>SO135 Review the teaching staffing formula in line with the revised guidelines for the Scottish Index of Multiple Deprivation: The review causes a reduction in teacher numbers, this leads to reduced employment opportunities within Aberdeen and an increased workload for the staff that remain in post.</p>	<p>Aberdeen City Council has struggled to recruit teachers in the past, suggesting that there is a sufficient number of employment opportunities within Education. Workload will be assessed during the review and staff resource allocation appropriately. Those undertaking the review will ensure that a fair workload is expected of staff members and a work-life balance maintained.</p>	<p>Euan Couperwhite</p>	<p>2/02/17</p>	
<p>SO19 Delivery of Business Support Services/Digitisation Programme - Transformation Activity: Staff members fulfilling roles such as Admin are targeted for voluntary redundancy or offered alternative work. The process is implemented unfairly causing staff to experience a heightened adverse effect. Staff members throughout the Council are expected to operate in a completely new way without proper training or engagement, leading to some staff groups (e.g. older adults) to be unfairly affected.</p>	<p>Staff members whose role will be coming to an end will be communicated with fully, offered fair and reasonable voluntary redundancy packages and given an option of alternative suitable work.</p> <p>Staff members, who will need to change the way in which they work, will be provided with appropriate support and training that will ensure their skills are aligned with their new role.</p>	<p>Simon Haston</p>	<p>22/02/17</p>	
<p>SO41 Outsource Catering in Museums & Art Gallery: Staff members no longer work for Aberdeen City Council, a change in employer causes disruption to working and means that contract terms & conditions are changed for the worse.</p>	<p>Staff members will TUPE across, maintaining their terms and conditions. Staff members will be consulted on changes and negotiations with a third party to provide such a service will include ensuring that working conditions are maintained at a good standard.</p>	<p>Andrew Griffiths</p>	<p>22/01/17</p>	

<p>SO68 Creation of Culture ALEO (NDR Saving on Libraries and Museums): Staff members no longer work for Aberdeen City Council, a change in employer causes disruption to working and means that contract terms & conditions are changed for the worse.</p>	<p>Staff members will TUPE across maintaining their terms and conditions. Staff members affected will be communicated with regarding any changes and the set-up of a new ALEO to provide such a service will include ensuring that working conditions are maintained at a good standard.</p>	<p>Andrew Griffiths</p>	<p>22/02/17</p>	
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7: Sign off

Completed by (Names and Services) :

Helen Valentine, Finance

Signed off by (Head of Service) :

Steven Whyte

Only sections 6 and 7 will be attached to the committee report

The full EHRIA will be published on Aberdeen City Council's website under
http://www.aberdeencity.gov.uk/xeq_EHRIA_Search.asp

Please send an electronic format of the full EHRIA without signature to: SHoward@aberdeencity.gov.uk