

Aberdeenshire Council

Integrated Impact Assessment

Budget Savings - Office Accommodation

Assessment ID	IIA-001801
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Subject Matter Experts	Suzanne Rhind, Claudia Cowie
Approved By	Allan Whyte
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1. Overview

This document has been generated from information entered into the Integrated Impact Assessment system.

Target Savings allocated towards Estate Rationalisation relate to reduction in operational, and/or holding, costs for a number of buildings which are either vacant at current juncture and on the market, or pending marketing, or are proposed for release/closure as part of ongoing Services activities over the forthcoming financial year.

During screening 3 of 10 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 4 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty
- Health Inequalities
- Sustainability and Climate Change
- Town Centres First

In total there are 11 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated. The impact on 10 groups is not known, information is provided in the detailed sections of this document.

A detailed action plan with 1 points has been provided.

This assessment has been approved by allan.whyte@aberdeenshire.gov.uk.

The remainder of this document sets out the details of all completed impact assessments.

2. Screening

Could your activity / proposal / policy cause an impact in one (or more) of the identified town centres?	Yes
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	NotSure
Does the activity / proposal / policy have the potential to affect greenhouse gas emissions (CO2e) in the Council or community and / or the procurement, use or disposal of physical resources?	Yes
Does the activity / proposal / policy have the potential to affect the resilience to extreme weather events and/or a changing climate of Aberdeenshire Council or community?	No
Does the activity / proposal / policy have the potential to affect the environment, wildlife or biodiversity?	No
Does the activity / proposal / policy have an impact on people and / or groups with protected characteristics?	NotSure
Is this activity / proposal / policy of strategic importance for the council?	Yes
Does this activity / proposal / policy impact on inequality of outcome?	No
Does this activity / proposal / policy have an impact on children / young people's rights?	No
Does this activity / proposal / policy have an impact on children / young people's wellbeing?	No

3. Impact Assessments

Children's Rights and Wellbeing	Not Required
Climate Change and Sustainability	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	No Negative Impacts Identified
Health Inequalities	No Negative Impacts Identified
Town Centre's First	All Negative Impacts Can Be Mitigated

4. Equalities and Fairer Scotland Duty Impact Assessment

4.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Age (Older)				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Disability				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Race		Yes		
Religion or Belief		Yes		
Sex		Yes		
Pregnancy and Maternity		Yes		
Sexual Orientation		Yes		
Gender Reassignment		Yes		
Marriage or Civil Partnership		Yes		

4.2. Socio-economic Groups

Indicator	Positive	Neutral	Negative	Unknown
Low income		Yes		
Low wealth		Yes		
Material deprivation		Yes		
Area deprivation		Yes		
Socioeconomic background		Yes		

4.3. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
Other Evidence	Not Applicable	To be identified	he evidence means: Evidence to be identified, and provided, as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered

4.4. Engagement with affected groups

Engagement will be undertaken by relevant Service(s) at appropriate juncture for specific facilities proposed for closure/cessation of service being delivered

4.5. Ensuring engagement with protected groups

IAs will be completed for each office closure

4.6. Evidence of engagement

IAs will be completed for each office closure

4.7. Overall Outcome

No Negative Impacts Identified.

At current juncture, IIA concerns the overall budget saving associated with estate rationalisation and affects a number of Services and assets/facilities. Individual IIA's will be prepared at appropriate juncture for either closure of facility/cessation of service delivered or sale/disposal of an asset with impacts and mitigations noted.

4.8. Improving Relations

Consultation/engagement to be undertaken with affected groups, where applicable, as part of a proposal to close facility or cessation of service delivered. Outcomes of engagement will form part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered.

4.9. Opportunities of Equality

Not applicable

5. Health Inequalities Impact Assessment

5.1. Health Behaviours

Indicator	Positive	Neutral	Negative	Unknown
Healthy eating		Yes		
Exercise and physical activity				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Substance use – tobacco		Yes		
Substance use – alcohol				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Substance use – drugs				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			
Mental health				Yes
	Will find out by: To be undertaken as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered			

5.2. Evidence

Type	Source	It says?	It Means?
Other Evidence	Not Applicable	To be identified	The evidence means: Evidence to be identified, and provided, as part of subsequent IIA's associated with closure of specific facilities/cessation of service being delivered

5.3. Overall Outcome

No Negative Impacts Identified.

At current juncture, IIA concerns the overall budget saving associated with estate rationalisation and affects a number of Services and assets/facilities. Individual IIA's will be prepared at appropriate juncture for either closure of facility/cessation of service delivered or sale/disposal of an asset with impacts and mitigations noted.

6. Sustainability and Climate Change Impact Assessment

6.1. Emissions and Resources

Indicator	Positive	Neutral	Negative	Unknown
Consumption of energy	Yes			
Energy efficiency	Yes			
Energy source		Yes		
Low carbon transition	Yes			
Consumption of physical resources	Yes			
Waste and circularity	Yes			
Circular economy transition	Yes			
Economic and social transition		Yes		

6.2. Biodiversity and Resilience

Indicator	Positive	Neutral	Negative	Unknown
Quality of environment		Yes		
Quantity of environment		Yes		
Wildlife and biodiversity		Yes		
Infrastructure resilience		Yes		
Council resilience		Yes		
Community resilience		Yes		
Adaptation		Yes		

6.3. Positive Impacts

Impact Area	Impact
Consumption of energy	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and lighted to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions. Heating and lighting would be turned off.
Consumption of energy	Reduction in assets and subsequent energy use
Circular economy transition	Reduction in Assets, with facilities being decommissioned. As part of process, furniture, equipment, and in a number of cases plant, are redistributed to alternative facilities and groups
Energy efficiency	Utilisation of retained buildings will increase with no increase in heating or lighting requirement.
Energy efficiency	Reduction in assets and subsequent energy use. Remaining offices will be more utilised.

Impact Area	Impact
Low carbon transition	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and lighted to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions. Heating and lighting would be turned off.
Low carbon transition	Reduction in assets and subsequent energy use
Consumption of physical resources	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and lighted to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions. Heating and lighting would be turned off.
Consumption of physical resources	Reduction in assets and subsequent energy use and consumption
Waste and circularity	Equipment from decommissioned buildings can be moved to other offices for usage.
Waste and circularity	Reduction in Assets, with facilities being decommissioned. As part of process, furniture, equipment, and in a number of cases plant, are redistributed to alternative facilities and groups

6.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Utilities Bill	Closure of offices will lead to a reduction in energy usage and emissions and thus energy costs.	Reduction in energy usage and emissions and cost of energy.

6.5. Overall Outcome

No Negative Impacts Identified.

Reduction in operational offices will lead to a reduction in overall energy usage and emissions.

7. Town Centre's First Impact Assessment

7.1. Local Factors

Indicator	Positive	Neutral	Negative	Unknown
Town centre assets				Yes
	Will find out by: Will find out by: Asset specific with this to be established as part of subsequent IIA's associated with closure of specific facilities and subsequent release/sale.			
Footfall		Yes		
Changes to road layouts		Yes		
Parking		Yes		
Infrastructure changes		Yes		
Aesthetics of the town centre				Yes
	Will find out by: Will find out by: Asset specific with this to be established as part of subsequent IIA's associated with closure of specific facilities and subsequent release/sale.			
Tourism		Yes		
Public safety		Yes		
Town centre business				Yes
	Will find out by: Will find out by: Asset specific with this to be established as part of subsequent IIA's associated with closure of specific facilities and subsequent release/sale.			
Cultural heritage and identity		Yes		
Social and cultural aspects		Yes		

7.2. Evidence

Type	Source	It says?	It Means?
Internal Data	Operational Asset Lists and Office Occupancy Levels	The number of workstations per building and the utilisation levels have been monitored over the last 12 months. With working from home now 'Business as Usual' there is not the same level of requirement for office space. Alternative offices have been considered when developing options for closing offices.	Alternative offices have been identified based on geographical area and utilisation

7.3. Overall Outcome

All Negative Impacts Can Be Mitigated.

Service Points will be relocated.

Any closed offices will be repurposed if there is a Council requirement for them or sold for reuse by others.

8. Action Plan

Planned Action	Details
Liaise with Services to ensure service delivery	<p>Lead Officer Allan Whyte</p> <p>Repeating Activity No</p> <p>Planned Start Friday December 01, 2023</p> <p>Planned Finish Tuesday April 30, 2024</p> <p>Expected Outcome Service Points (if applicable) to be relocated. Office accommodation space found in alternative offices.</p> <p>Resource Implications N/A</p>