

Aberdeenshire Council

Integrated Impact Assessment

Budget Savings Proposal 2025/26 - Deletion of Administrator post

Assessment ID	IIA-002652
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Service Reviewers	Sharon Van De Ruit
Subject Matter Experts	Kakuen Mo, Jane Wilkinson, Ricki Lyon, Jade Fitzpatrick
Approved By	Rob Simpson
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1. Overview

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

Proposal to not fill/delete the post of Administrator from January 2026 when it becomes vacant. Post currently filled on a fixed-term basis until December 2025 when it is anticipated that the benefits/implications of digital solutions (e.g. CoPilot) are clearer. This is with a view to stopping tasks and doing things differently.

During screening 1 of 11 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty

In total there are 0 positive impacts as part of this activity. There are 0 negative impacts, all impacts have been mitigated.

A detailed action plan with 1 points has been provided.

This assessment has been approved by rob.simpson2@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?	No
Would this activity / proposal / policy have consequences for the health and wellbeing of the population in the affected communities?	No
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?	No
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?	No
Is this activity / proposal / policy of strategic importance for the council?	No
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
Does the activity / proposal / policy relate to budget proposals?	Yes

3. Impact Assessments

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

4. Equalities and Fairer Scotland Duty Impact Assessment

4.1. Protected Groups

Indicator	Positive	Neutral	Negative	Unknown
Age (Younger)		Yes		
Age (Older)		Yes		
Disability		Yes		
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?
Other Evidence	Knowledge and understanding of team tasks and demands	Post sits within the Business Services' Directorate Support Services Team which provides a wide range of support to the Directorate. Knowledge of demands of team.	Not filling this post would significantly reduce the administrative support available to the service, in particular to Service Managers and officers in relation to construction-related projects and other higher administrative tasks. The post is currently filled on a fixed term basis while the implications and potential of M365 developments, CoPilot etc are better understood to know whether the post is still required going forward.

4.4. Engagement with affected groups

No engagement necessary as this is about deletion of a post that will be vacant at the point of deletion.

4.5. Ensuring engagement with protected groups

N/A

4.6. Evidence of engagement

N/A

4.7. Overall Outcome

No Negative Impacts Identified.

Deleting the Administrator post would not have a specifically negative impact on any of the protected characteristics, however, it will make it much more difficult for the team to continue to support the Directorate in relation to a wide range of what could be classed as "administrative" tasks.

4.8. Improving Relations

N/A

4.9. Opportunities of Equality

N/A

5. Action Plan

Planned Action	Details
<p>If budget savings proposal is accepted, review tasks and implications and determine appropriate mitigations.</p>	<p>Lead Officer Jenn Askildsen</p> <p>Repeating Activity No</p> <p>Planned Start Tuesday April 01, 2025</p> <p>Planned Finish Wednesday December 31, 2025</p> <p>Expected Outcome Reduction in support provided to Directorate.</p> <p>Resource Implications Reduced staffing.</p>