Aberdeenshire Council

Integrated Impact Assessment

School Business Support Review

Assessment ID	IIA-003322
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Approved By	Anne Marie Davies Macleod
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1. Overview

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

The review aims to modernise and standardise business support across Aberdeenshire schools. The current model is outdated and inconsistent, leading to inequitable resource allocation. Objectives include creating a fair, transparent cluster-based model, clarifying roles, and improving efficiency through better processes and digital solutions. Engagement with stakeholders ensures the model delivers best value and flexibility for future needs.

During screening 1 of 12 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 annemarie.daviesmacleod@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
Does this activity / proposal / policy impact on consumers of Council services?	No

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?
Internal Data	Current HR records	We know that we have enough staff on fixed term contracts due to end in July 2026 which will account for any reduction in head count. We took the approach to only hire fixed term contracts in HR for the last 18 months in order to protect perm staff from redundancy.	The impact on staff will be new ways of working, of which have been consulted with and considered.

4.4. Engagement with affected groups

The School Business Support Review started in Nov 2024 and we asked all admins, HTs and SME who would like to be part of a working group. Since that time, the working group meet in person several times, various engagement and information / opinion gathering meetings, and task consultation has happened.

4.5. Ensuring engagement with protected groups

The whole admin team has been engaged and communication and feedback channels put in place.

4.6. Evidence of engagement

Regular communications.
In person working group workshops / sessions.
ECS LT updates and HT updates.
Attendance at HT forums.
Union Engagement.
Teams channel for all impacted staff to feed into.

4.7. Overall Outcome

No Negative Impacts Identified.

We offered VS last year. A significant number of fixed term contracts. These factors mean we can protect perm staff from redundancies.

4.8. Improving Relations

Regular and transparent comms. Reps from all teams feeding into the working group

4.9. Opportunities of Equality

New structure provides a clearer path to progression. Admin roles will be clearly defended and future fit. Review resulting in additional training and professional development of school admin teams.

5. Action Plan

Planned Action	Details	
This review has been approved and is progressing. The action plan for next steps is further team consultation on the approved model and then progressing to consultation.	**Lead Officer**	Sofia Reinardy
	Repeating Activity	No
	Planned Start	Thursday January 01, 2026
	Planned Finish	Saturday August 01, 2026
	Expected Outcome	New model communicated to teams with them having a final opportunity for input. New model in place by start of new academic year
	Resource Implications	Fixed term contracts till July 2026 will end if budget savings and allocations per cluster dictate this.