

# Aberdeenshire Council

## Integrated Impact Assessment

### Savings Proposal 2025/26 - Building Standards Staffing

Assessment ID	IIA-002560
Lead Author	Hannah Russell
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Approved By	Ally Macleod
Approved On	Thursday January 16, 2025
Publication Date	Thursday January 16, 2025

# 1. Overview

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

As part of saving proposals, Building Standards have submitted a recurring staffing saving of £100,000 to assist with pressures elsewhere in the budget. This IIA considers the impact of these savings in terms of vacancy management.

During screening 2 of 11 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 2 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty
- Town Centres First

In total there are 0 positive impacts as part of this activity. There are 4 negative impacts, all impacts have been mitigated.

A detailed action plan with 3 points has been provided.

This assessment has been approved by ally.macleod2@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?	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	Only Some 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		
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	Finance Data	Staffing budget under pressure due to pay increases and reduction of superannuation line.	In order to maintain balanced budget position, proposed saving is required to staffing line.

### 4.4. Engagement with affected groups

At the time of writing, staff had not been consulted on these proposals.

### 4.5. Ensuring engagement with protected groups

N/A

### 4.6. Evidence of engagement

N/A

#### **4.7. Overall Outcome**

No Negative Impacts Identified.

No protected characteristic groups are impacted by this saving proposal.

#### **4.8. Improving Relations**

Monitor staff morale and address areas of concern effectively.

#### **4.9. Opportunities of Equality**

N/A

# 5. Town Centre's First Impact Assessment

## 5.1. Local Factors

Indicator	Positive	Neutral	Negative	Unknown
Town centre assets			Yes	
Footfall		Yes		
Changes to road layouts		Yes		
Parking		Yes		
Infrastructure changes			Yes	
Aesthetics of the town centre			Yes	
Tourism		Yes		
Public safety			Yes	
Town centre business		Yes		
Cultural heritage and identity		Yes		
Social and cultural aspects		Yes		

## 5.2. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
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Impact Area	Details and Mitigation
<p><b>Aesthetics of the town centre</b></p>	<p>The Building Standards team have a legal obligation to deal with any privately owned building which has been deemed dangerous. This initially involves trying to locate the owner of the building and requesting that they undertake required works to make safe. Failing appropriate action, the service may be required to undertake works and recharge the owner. Each case needs to be inspected to determine if it meets the definition of a dangerous building, investigations are required to locate owners, liaise, deal with legal notices and organising/arranging works and recharges. In addition to dangerous buildings, the team are responsible for dealing with unauthorised works and complaints. In 2024/25, the service has seen an increase in the number of reports of Dangerous Buildings and related work. A reduction in workforce could mean that there are delays in dealing with these buildings and carrying out investigations leading to an increase in complaints from elected members and members of the public. This may also impact on daily tasks such as the processing and approval of building warrant applications. Failure to respond to complaints could result in Health &amp; Safety concerns where works have been undertaken and do not comply with building regulations. Both unauthorised works and dangerous buildings can be matters of public safety.</p> <p>The Scottish Government are promoting Building Standards teams to increase numbers of inspections carried out on works undertaken to ensure compliance. A reduced workforce will mean that these additional inspections may be unable to be completed leading to reduced compliance in Aberdeenshire.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      This could be partially mitigated by utilising capacity across the team as a whole, however only while the workload is manageable for remaining staff. The impact of this would mean that other tasks (i.e. Building Warrants etc) performance would be impacted. Due to the large geographical area covered by the Building Standards team, a reduction in workforce in an area may also impact on the ability to carry out inspections, particularly those of an urgent nature. The requirement for staff to travel long distances to carry out this work will increase travel expenses. Time to travel will also need to be considered as this takes up valuable resources. Performance could be further impacted during periods of sickness and leave. Tasks carried out by the team will need to be monitored, with non essential works ceasing should capacity become an issue.</p> <p>Timescale                      Ongoing</p>

Impact Area	Details and Mitigation
<p><b>Infrastructure changes</b></p>	<p>The Building Standards team have a legal obligation to deal with any privately owned building which has been deemed dangerous. This initially involves trying to locate the owner of the building and requesting that they undertake required works to make safe. Failing appropriate action, the service may be required to undertake works and recharge the owner. Each case needs to be inspected to determine if it meets the definition of a dangerous building, investigations are required to locate owners, liaise, deal with legal notices and organising/arranging works and recharges. In addition to dangerous buildings, the team are responsible for dealing with unauthorised works and complaints. In 2024/25, the service has seen an increase in the number of reports of Dangerous Buildings and related work. A reduction in workforce could mean that there are delays in dealing with these buildings and carrying out investigations leading to an increase in complaints from elected members and members of the public. This may also impact on daily tasks such as the processing and approval of building warrant applications. Failure to respond to complaints could result in Health &amp; Safety concerns where works have been undertaken and do not comply with building regulations. Both unauthorised works and dangerous buildings can be matters of public safety.</p> <p>The Scottish Government are promoting Building Standards teams to increase numbers of inspections carried out on works undertaken to ensure compliance. A reduced workforce will mean that these additional inspections may be unable to be completed leading to reduced compliance in Aberdeenshire.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      This could be partially mitigated by utilising capacity across the team as a whole, however only while the workload is manageable for remaining staff. The impact of this would mean that other tasks (i.e. Building Warrants etc) performance would be impacted. Due to the large geographical area covered by the Building Standards team, a reduction in workforce in an area may also impact on the ability to carry out inspections, particularly those of an urgent nature. The requirement for staff to travel long distances to carry out this work will increase travel expenses. Time to travel will also need to be considered as this takes up valuable resources. Performance could be further impacted during periods of sickness and leave. Tasks carried out by the team will need to be monitored, with non essential works ceasing should capacity become an issue.</p> <p>Timescale                      Ongoing</p>



Impact Area	Details and Mitigation
Public safety	<p>The Building Standards team have a legal obligation to deal with any privately owned building which has been deemed dangerous. This initially involves trying to locate the owner of the building and requesting that they undertake required works to make safe. Failing appropriate action, the service may be required to undertake works and recharge the owner. Each case needs to be inspected to determine if it meets the definition of a dangerous building, investigations are required to locate owners, liaise, deal with legal notices and organising/arranging works and recharges. In addition to dangerous buildings, the team are responsible for dealing with unauthorised works and complaints. In 2024/25, the service has seen an increase in the number of reports of Dangerous Buildings and related work. A reduction in workforce could mean that there are delays in dealing with these buildings and carrying out investigations leading to an increase in complaints from elected members and members of the public. This may also impact on daily tasks such as the processing and approval of building warrant applications. Failure to respond to complaints could result in Health &amp; Safety concerns where works have been undertaken and do not comply with building regulations. Both unauthorised works and dangerous buildings can be matters of public safety.</p> <p>The Scottish Government are promoting Building Standards teams to increase numbers of inspections carried out on works undertaken to ensure compliance. A reduced workforce will mean that these additional inspections may be unable to be completed leading to reduced compliance in Aberdeenshire.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      This could be partially mitigated by utilising capacity across the team as a whole, however only while the workload is manageable for remaining staff. The impact of this would mean that other tasks (i.e. Building Warrants etc) performance would be impacted. Due to the large geographical area covered by the Building Standards team, a reduction in workforce in an area may also impact on the ability to carry out inspections, particularly those of an urgent nature. The requirement for staff to travel long distances to carry out this work will increase travel expenses. Time to travel will also need to be considered as this takes up valuable resources. Performance could be further impacted during periods of sickness and leave. Tasks carried out by the team will need to be monitored, with non essential works ceasing should capacity become an issue.</p> <p>Timescale                      Ongoing</p>

Impact Area	Details and Mitigation
Town centre assets	<p>The Building Standards team have a legal obligation to deal with any privately owned building which has been deemed dangerous. This initially involves trying to locate the owner of the building and requesting that they undertake required works to make safe. Failing appropriate action, the service may be required to undertake works and recharge the owner. Each case needs to be inspected to determine if it meets the definition of a dangerous building, investigations are required to locate owners, liaise, deal with legal notices and organising/arranging works and recharges. In addition to dangerous buildings, the team are responsible for dealing with unauthorised works and complaints. In 2024/25, the service has seen an increase in the number of reports of Dangerous Buildings and related work. A reduction in workforce could mean that there are delays in dealing with these buildings and carrying out investigations leading to an increase in complaints from elected members and members of the public. This may also impact on daily tasks such as the processing and approval of building warrant applications. Failure to respond to complaints could result in Health &amp; Safety concerns where works have been undertaken and do not comply with building regulations. Both unauthorised works and dangerous buildings can be matters of public safety.</p> <p>The Scottish Government are promoting Building Standards teams to increase numbers of inspections carried out on works undertaken to ensure compliance. A reduced workforce will mean that these additional inspections may be unable to be completed leading to reduced compliance in Aberdeenshire.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      This could be partially mitigated by utilising capacity across the team as a whole, however only while the workload is manageable for remaining staff. The impact of this would mean that other tasks (i.e. Building Warrants etc) performance would be impacted. Due to the large geographical area covered by the Building Standards team, a reduction in workforce in an area may also impact on the ability to carry out inspections, particularly those of an urgent nature. The requirement for staff to travel long distances to carry out this work will increase travel expenses. Time to travel will also need to be considered as this takes up valuable resources. Performance could be further impacted during periods of sickness and leave. Tasks carried out by the team will need to be monitored, with non essential works ceasing should capacity become an issue.</p> <p>Timescale                      Ongoing</p>

### 5.3. Evidence

Type	Source	It says?	It Means?
Internal Data	Dangerous Building Reports	Increased number of reports of dangerous buildings in Aberdeenshire.	Shows number of reports are increasing adding to the workload of the team. Due to timescales in dealing with these buildings, there have also been an increase in complaints in regards to the process.

### 5.4. Overall Outcome

Only Some Negative Impacts Can Be Mitigated.

This could be partially mitigated by utilising capacity across the team as a whole, however only while the workload is manageable for remaining staff. The impact of this would mean that other tasks (i.e. Building Warrants etc) performance would be impacted. Due to the large geographical area covered by the Building Standards team, a reduction in workforce in an area may also impact on the ability to carry out inspections, particularly those of an urgent nature. The requirement for staff to travel long distances to carry out this work will increase travel expenses. Time to travel will also need to be considered as this takes up valuable resources. Performance could be further impacted during periods of sickness and leave. Tasks carried out by the team will need to be monitored, with non essential works ceasing should capacity become an issue.

Performance of the service is currently very high. A reduction in service delivery could still provide a satisfactory service.

## 6. Action Plan

Planned Action	Details	
Review workload and areas covered by team to provide sufficient cover.	<b>Lead Officer</b>	Hannah Russell
	<b>Repeating Activity</b>	Yes
	<b>Frequency</b>	Ongoing in line with demands on the service
	<b>Duration</b>	Ongoing in line with demands on the service
	<b>Expected Outcome</b>	Ensure fair and equitable split of workload across the team.
	<b>Resource Implications</b>	Within existing resources.
Monitor staff welfare and moral	<b>Lead Officer</b>	Hannah Russell
	<b>Repeating Activity</b>	Yes
	<b>Frequency</b>	Quarterly
	<b>Duration</b>	1 week
	<b>Expected Outcome</b>	Address any concerns or issues raised by staff. Ensure sufficient cover is in place and agreed prioritisation of work where required.
	<b>Resource Implications</b>	Within existing resources.
Manage performance	<b>Lead Officer</b>	Hannah Russell
	<b>Repeating Activity</b>	Yes
	<b>Frequency</b>	Ongoing
	<b>Duration</b>	Ongoing
	<b>Expected Outcome</b>	Manage expectations in terms of ongoing performance management.
	<b>Resource Implications</b>	Slower or reduced performance may increase numbers of complaints and enquiries resulting in an increased workload. This will need to be managed carefully to ensure staff time is being utilised on the priority tasks rather than dealing with complaints.