

# Aberdeenshire Council

## Integrated Impact Assessment

### Reduction in the number of printed tenant newsletters for the 2025/26 financial year (quarterly to annual).

Assessment ID	IIA-002741
Lead Author	Andrew Mackie
Additional Authors	David Brown
Service Reviewers	Ryan Adam
Subject Matter Experts	Claudia Cowie, Yvonne D'Ambruoso, Kakuen Mo, Jane Wilkinson, Ricki Lyon, Jade Fitzpatrick
Approved By	Ally Macleod
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# 1. Overview

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

To establish the impact of progressing a pilot for the 2025/26 financial designed to reduce the number of printed issues of the Aberdeenshire Council Tenant Newsletter. One version will be printed with the remainder published online.

During screening 3 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
- Sustainability and Climate Change

In total there are 2 positive impacts as part of this activity. There are 4 negative impacts, of these negative impacts, 7 have been mitigated and 0 cannot be mitigated satisfactorily.

A detailed action plan with 1 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?	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?	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?	Yes
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	No Negative Impacts Identified
Equalities and Fairer Scotland Duty	All Negative Impacts Can Be Mitigated
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. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Age (Older)	<p>The transition to digital publication of all but one issue of the tenant newsletter could impact those unable to access materials online.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      Printed versions of digital only newsletters will be distributed to Sheltered Housing Schemes and Council Offices . In addition, the impact will be monitored and evaluated throughout the pilot period.</p> <p>Timescale                      2025/26</p>

Impact Area	Details and Mitigation
<b>Disability</b>	<p>The transition to digital publication of all but one issue of the tenant newsletter could impact those unable to access materials online.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      The impact of the reduction in the number of printed tenant newsletter will be monitored by the Housing &amp; Building Standards Service and Tenant representative groups.</p> <p>Timescale                      2025/26</p>
<b>Disability</b>	<p>The transition to digital publication of all but one issue of the tenant newsletter could impact those unable to access materials online.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      Printed versions of the digital version of the newsletter will be made available in all Sheltered Housing Schemes and in Council Offices. In addition, printed versions of the tenant newsletter will be made available on request. Tenants will be advised of proposals at commencement of the pilot period and will have the opportunity to feedback throughout.</p> <p>Timescale                      2025/26</p>
<b>Low income</b>	<p>Digital exclusion could reduce capacity to access tenant newsletter.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      The impact of the reduction in number of printed newsletters will be monitored over an initial pilot period by both Housing &amp; Building Standards and Tenant representative groups.</p> <p>Timescale                      2025/26</p>
<b>Low income</b>	<p>Digital exclusion could reduce capacity to access tenant newsletter.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                      Printed versions of the digital version of the newsletter will be made available in all Sheltered Housing Schemes and in Council Offices. In addition, printed versions of the tenant newsletter will be made available on request. Tenants will be advised of proposals at commencement of the pilot period and will have the opportunity to feedback throughout.</p> <p>Timescale                      2025/26</p>

Impact Area	Details and Mitigation
Low wealth	<p>Digital exclusion could reduce access to the tenant newsletter</p> <p>Can be mitigated Yes</p> <p>Mitigation The initiative will be monitored for an initial pilot period of one year by Housing &amp; Building Standards and Tenant representative groups</p> <p>Timescale 2025/26</p>
Low wealth	<p>Digital exclusion could reduce access to the tenant newsletter</p> <p>Can be mitigated Yes</p> <p>Mitigation Printed versions of the digital version of the newsletter will be made available in all Sheltered Housing Schemes and in Council Offices. In addition, printed versions of the tenant newsletter will be made available on request. Tenants will be advised of proposals at commencement of the pilot period and will have the opportunity to feedback throughout.</p> <p>Timescale 2025/26</p>

#### 4.4. Evidence

Type	Source	It says?	It Means?
External Consultation	Tenant Communications Group	Tenant representatives have been actively engaged in considering options for Tenant Participation budget savings and submitted a number of proposals.	Tenant representatives support the proposed pilot and wish to be involved in the monitoring and evaluation of impact.

#### 4.5. Engagement with affected groups

Engagement has been undertaken with tenant representatives participating in the Housing Tenant Communication Group.

#### 4.6. Ensuring engagement with protected groups

Housing & Building Standards encourages the participation of those with protected characteristics via registered tenant organisations and via other groups designed to ensure that opportunities for engagement are maximised. The pilot approach proposed will ensure ongoing assessment of the impact of those with protected characteristics.

#### 4.7. Evidence of engagement

The Housing Building Standards Service has adopted a comprehensive Tenant Participation Strategy that aims to ensure that tenants are central to the decision making process.

#### 4.8. Overall Outcome

All Negative Impacts Can Be Mitigated.

The pilot will allow an assessment of the impact on tenants on transition to a single printed copy of the tenant newsletter. The proposal to distribute printed copies utilising the portfolio of sheltered housing schemes and Council offices will ensure some level of access whilst printed versions will also be made available on demand.

#### **4.9. Improving Relations**

The Housing & Building Standards Service ensures enhanced levels of engagement and participation through the Council's Tenant Participation Strategy.

#### **4.10. Opportunities of Equality**

The Tenant Communications Group will be engaged in the monitoring and evaluation of the pilot.

## 5. Sustainability and Climate Change Impact Assessment

### 5.1. 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		

### 5.2. 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		

### 5.3. Positive Impacts

Impact Area	Impact
Consumption of energy	Significant reduction in the number of printed tenant newsletters. Currently distributed to circa 13,200 households
Waste and circularity	Significant reduction in the use of paper for printing, operation of printing plant and machinery and postal delivery to 13,200 households.

### 5.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Works orders issued to external suppliers	Provides details of the number of printed version of tenant newsletters issued each year.	Provides an indication of the volumes of printed materials issued each year and opportunities for significant reduction in the use of physical resources.

### 5.5. Overall Outcome



No Negative Impacts Identified.

The reduction in the issue of printed copies of the tenant newsletter on multiple occasions throughout the year will reduce the Council's carbon footprint.

## 6. Action Plan

Planned Action	Details
To monitor and evaluate the outcomes of pilot in conjunction with tenant representative groups	<p><b>Lead Officer</b> Andrew Mackie</p> <p><b>Repeating Activity</b> No</p> <p><b>Planned Start</b> Monday April 07, 2025</p> <p><b>Planned Finish</b> Monday April 06, 2026</p> <p><b>Expected Outcome</b> To establish the method by which tenant newsletters will be distributed, taking into consideration the views of tenants and service users.</p> <p><b>Resource Implications</b> Current resources.</p>