

Aberdeenshire Council

Integrated Impact Assessment

Cessation of issue of printed annual rent statement to Aberdeenshire Council Tenants

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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 cessation of issue of printed version of rent statement to tenants of Aberdeenshire Council. Tenants have access to the Housing Online Service where full access to individual rent accounts is possible. Tenants can also request issue of a printed or email version of the newsletter at any time.

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, 6 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 cessation of issue of an annual rent statement could impact those unable to access materials online.</p> <p>Can be mitigated Yes</p> <p>Mitigation Printed versions of the rent statement can be requested at any time by tenants or their representatives.</p> <p>Timescale 2025/26</p>

Impact Area	Details and Mitigation
Disability	<p>The cessation of issue of an annual rent statement could impact those unable to access materials online.</p> <p>Can be mitigated Yes</p> <p>Mitigation The impact of the cessation of issue of annual rent statement will be monitored by the Housing & Building Standards Service and Tenant representative groups.</p> <p>Timescale 2025/26</p>
Disability	<p>The cessation of issue of an annual rent statement could impact those unable to access materials online.</p> <p>Can be mitigated Yes</p> <p>Mitigation Printed versions of the rent statement can be requested at any time by tenants or their representatives.</p> <p>Timescale 2025/26</p>
Low income	<p>Digital exclusion could reduce capacity to access rent statement online.</p> <p>Can be mitigated Yes</p> <p>Mitigation The impact of the cessation of issue of annual rent statement will be monitored over an initial pilot period by both Housing & Building Standards and Tenant representative groups.</p> <p>Timescale 2025/26</p>
Low income	<p>Digital exclusion could reduce capacity to access rent statement online.</p> <p>Can be mitigated Yes</p> <p>Mitigation Printed versions of the rent statement can be requested at any time by tenants or their representatives.</p> <p>Timescale 2025/26</p>
Low wealth	<p>The cessation of issue of a printed version of the annual rent statement could impact the digitally excluded.</p> <p>Can be mitigated Yes</p> <p>Mitigation Printed versions of the rent statement can be requested at any time by tenants or their representatives.</p> <p>Timescale 2025/26</p>

4.4. Evidence

Type	Source	It says?	It Means?
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Type	Source	It says?	It Means?
Internal Data	Tenancy Services budget.	Costs for issuing a physical copy of the rent statement amounts to £10,000 per annum approximately.	HRA savings can be delivered by encouraging tenants to access rent account information online or by request

4.5. Engagement with affected groups

Engagement has been undertaken with tenant representatives via the HRA Business Plan Review and within tenant groups

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.

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.

Mitigations will ensure that tenants of Aberdeenshire Council will continue to be able to access rent account statements either online or by request.

The initiative will continue to be monitored by Tenant Representative Groups.

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 of the outcomes of all HRA savings proposed.

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 rent account. Currently distributed to circa 14,000 households (includes domestic stock plus garages etc)
Consumption of physical resources	Significant reduction in the use of paper for printing, operation of printing plant and machinery and postal delivery to 14,000 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
<p>Monitor and evaluate number of requests for printed copies of rent statement. Monitor progress of Housing Online roll out.</p>	<p>Lead Officer Andrew Mackie</p> <p>Repeating Activity No</p> <p>Planned Start Monday April 07, 2025</p> <p>Planned Finish Monday April 06, 2026</p> <p>Expected Outcome Decreasing volume of requests for printed version of rent statements and increased take-up of Housing Online accounts</p> <p>Resource Implications Existing resources</p>