

# Aberdeenshire Council

## Integrated Impact Assessment

### Budget Savings - Closure of Towie House, Turriff and St Leonards, Banff

Assessment ID	IIA-002674
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Approved By	Allan Whyte
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# 1. Overview

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

Closure of Towie House and St Leonards with relocation of staff to other offices. Potential for redundancy for Cleaners. Both buildings to be sold.

During screening 5 of 11 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 3 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty
- Sustainability and Climate Change
- Town Centres First

In total there are 8 positive impacts as part of this activity. There are 3 negative impacts, all impacts have been mitigated.

A detailed action plan with 2 points has been provided.

This assessment has been approved by [allan.whyte@aberdeenshire.gov.uk](mailto:allan.whyte@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?	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?	Yes
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	All 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. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Sex	<p>The Cleaners are mainly female</p> <p>Can be mitigated Yes</p> <p>Mitigation If approved, redeployment process to be followed for the Cleaners. Work to be undertaken with HR leading up to the building closing to ensure that staff are deployed rather than vacancies being advertised.</p> <p>Timescale 12 months</p>

Impact Area	Details and Mitigation
Low income	<p>Cleaners could have a low income</p> <p>Can be mitigated Yes</p> <p>Mitigation If approved, redeployment process to be followed for the Cleaners. Work to be undertaken with HR leading up to the building closing to ensure that staff are deployed rather than vacancies being advertised.</p> <p>Timescale 12 months</p>

#### 4.4. Evidence

Type	Source	It says?	It Means?
Internal Data	iTrent	Staff based at each location would need to be identified.	Consultation would need to take place with each employee

#### 4.5. Engagement with affected groups

Engagement would need to be carried out if the budget saving was approved.

#### 4.6. Ensuring engagement with protected groups

N/A

#### 4.7. Evidence of engagement

N/A

#### 4.8. Overall Outcome

All Negative Impacts Can Be Mitigated.

The Council has HR Policies and Procedures to follow for consultation with staff and potential redundancies/redeployment.

#### 4.9. Improving Relations

Continued communications with those involved including sharing timescales and inductions into the proposed new offices bases when required.

#### 4.10. Opportunities of Equality

N/A

## 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	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and powered to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions. Heating and lighting would be turned off.
Consumption of energy	Reduction in assets and subsequent energy use
Energy efficiency	Utilisation of retained buildings will increase with no increase in heating or lighting requirement.
Low carbon transition	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and powered to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions. Heating and lighting would be turned off.
Low carbon transition	Reduction in assets and subsequent energy use

Impact Area	Impact
Consumption of physical resources	Closure of offices with low occupancy levels and move to utilisation of rationalised office space linked to utilisation levels and service delivery. Offices are currently heated and powered to allow usage albeit some areas are closed off due to low usage. Will lead to a reduction in energy usage and emissions.
Consumption of physical resources	Reduction in assets and subsequent energy use and consumption

## 5.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Utilities Bill	Closure of offices will lead to a reduction in energy usage and emissions and thus energy costs.	Reduction in energy usage and emissions and cost of energy.

## 5.5. Overall Outcome

No Negative Impacts Identified.

Reduction in operational offices will lead to a reduction in overall energy usage and emissions.

## 6. Town Centre's First Impact Assessment

### 6.1. 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		

### 6.2. Positive Impacts

Impact Area	Impact
Town centre assets	Town centre assets to be sold and repurposed. The buildings currently have low occupation.

### 6.3. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Footfall	<p>There may be a reduction in footfall in Turriff due to the closure. There are other offices within Banff for staff to be relocated to footfall will not be impacted. Albeit both offices already have low occupation rates so the impact to footfall is not expected to be realised.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                              Both offices would be repurposed and would see new investment which, depending on their use, may increase the footfall in both towns.</p> <p>Timescale                                12 months</p>

### 6.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Internal	Data collection over a period of months showing average office utilisation.	Low office utilisation

### 6.5. Overall Outcome



### All Negative Impacts Can Be Mitigated.

The buildings are currently underutilised and regularly empty for periods. Releasing the buildings for marketing will see them repurposed by others, bringing external investment to these locations.

## 7. Action Plan

Planned Action	Details	
Consultation with staff based at St Leonards and Towie House. Decant and decommissioning of both offices if approved.	<b>Lead Officer</b>	Emma Plunkett
	<b>Repeating Activity</b>	No
	<b>Planned Start</b>	Tuesday April 01, 2025
	<b>Planned Finish</b>	Wednesday December 31, 2025
	<b>Expected Outcome</b>	If approved, staff to be relocated to other offices.
	<b>Resource Implications</b>	Area Manager, HR, P&FM
If approved, redundancy process to be followed for the Cleaners.	<b>Lead Officer</b>	Emma Plunkett
	<b>Repeating Activity</b>	No
	<b>Planned Start</b>	Tuesday April 01, 2025
	<b>Planned Finish</b>	Wednesday December 31, 2025
	<b>Expected Outcome</b>	Redeployed where possible.
	<b>Resource Implications</b>	HR, P&FM