

# Aberdeenshire Council

## Integrated Impact Assessment

### Business Services Directorate Annual Estate Plan 2024-25 Garioch

Assessment ID	IIA-002242
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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.

Proposed closure of Gordon House and relocation of staff.

During screening 4 of 10 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 10 positive impacts as part of this activity. There is 1 negative impact, the impact has been mitigated.

A detailed action plan with 6 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

## 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. Evidence

Type	Source	It says?	It Means?
Internal Data	iTrent	Identified groups of staff for engagement and consultation	Consultation undertaken with those proposed to move to Kintore School. Engagement undertaken with those proposed to move within Inverurie. The five Cleaners have been made away of potential redundancy.

### 4.4. Engagement with affected groups

Formal consultation with those based at Gordon House and who are proposed to move to Midmill School, Kintore. Engagement with those who are proposed to move within Inverurie. The Cleaners have been made aware of potential redundancy.

## 4.5. Ensuring engagement with protected groups

Yes

## 4.6. Evidence of engagement

Initial consultation with Services was undertaken through a Directorate Representative. The Directorate Representative advised on the Services' requirements for Service delivery. Formal consultation was undertaken with those based at Gordon House and who are proposed to move to Midmill School, Kintore. Engagement took place with staff proposed to move within Inverurie. Feedback received highlighted concerns around confidentiality, meeting spaces, mileage, change management, parking, post/mail, equipment, access and the presence of a Responsible Premises Officer.

Confidential spaces and areas to work in will be picked up with each individual service over the summer period to allow the services to space plan the areas available to them.

A user guide on available conference rooms and meeting spaces across Aberdeenshire will be produced enable staff to better used facilities.

Mileage claims are being addressed through HR Policy and Procedures. There is a mixture of staff with less miles to travel and some with a slight increase to their mileage.

A number of teams had moved multiple times due to a change in service delivery. It has been made clear that this is an interim proposal to allow the wider office requirements in Inverurie to be considered. Staff will be kept up to date with any future moves. All staff have been provided with details of the Employee Assistance Programme.

The proposal to move staff to other offices within Inverurie utilises offices which were, pre pandemic, used to capacity. This proposal brings these offices back to a capacity seen pre-pandemic with parking facilities which were used pre-pandemic. This will also be picked up as part of a wider action plan looking at parking across Inverurie.

There will be no noticeable change to the mail arrangements with the Facilities Team still responsible for collecting and delivering mail.

Continued engagement will take place with services to ensure they have a say on what the office space looks like and that all equipment and storage requirements have been implemented.

Access management plans will be created for each site with staff given the opportunity for walk rounds and inductions into the offices before any moves.

Appropriate Fire Wardens and First Aiders will be in place for all offices.

Engagement will continue with the Head Teacher at Midmill School to ensure an access strategy is in place prior to any moves. A Campus Management Board will also be set up which will be chaired by the Area Manager to address any concerns which may arise and to address wider school discussions.

Work will continue with this group over the summer period to ensure the proposed space is set up as required before any potential move.

Trade Unions have been kept up to date throughout.

## 4.7. Overall Outcome

All Negative Impacts Can Be Mitigated.

Concerns raised during the consultation have been addressed with proposals in place to allow further service input to design the space available to them.

## 4.8. Improving Relations

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

## 4.9. 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
Circular economy transition	Reduction in Assets, with facilities being decommissioned. As part of process, furniture, equipment, and in a number of cases plant, are redistributed to alternative facilities and groups
Energy efficiency	Utilisation of retained buildings will increase with no increase in heating or lighting requirement.

Impact Area	Impact
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
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
Waste and circularity	The building will be demolished as soon as it is vacated not only to ensure financial savings are achieved quickly but also to reduce the heating requirements etc. The Term Contractor will remove any useable parts for future repairs at other sites. Any furniture and fixings in good condition will be reallocated to other offices as part of the relocation of staff, or to schools where required.

## 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	More effective use of current town centre assets

### 6.3. Negative Impacts and Mitigations

Impact Area	Details and Mitigation
Parking	<p>Pressure on parking in Inverurie has been raised, specifically at 93 High Street.</p> <p>Can be mitigated                      Yes</p> <p>Mitigation                              The Gordon House site will be available for a 'park and stride' option. A review of parking in general across Inverurie will be carried out in conjunction with E&amp;IS.</p> <p>Timescale                                12 months</p>

### 6.4. Evidence

Type	Source	It says?	It Means?
Internal Data	Internal	Consultation and Engagement with staff have raised issues with parking	Parking across Inverurie to be considered.

### 6.5. Overall Outcome

All Negative Impacts Can Be Mitigated.

An initial assessment as part of the proposal notes that 93 High Street is being taken back to

pre-covid use and parking was available for staff. The consultation noted that there was impact on residents and this requires to be taken into account. There are other activities that are relevant to parking in Inverurie and therefore a holistic approach, cross project and cross service is required to ensure that the cumulative impact is considered so mitigation can be applied.

## 7. Action Plan

Planned Action	Details	
If approved, redeployment process to be followed for the Cleaners.	<b>Lead Officer</b>	Emma Plunkett
	<b>Repeating Activity</b>	No
	<b>Planned Start</b>	Monday September 16, 2024
	<b>Planned Finish</b>	Tuesday December 31, 2024
	<b>Expected Outcome</b>	Redeployed where possible, if not the redundancy process will be followed.
	<b>Resource Implications</b>	P&FM, HR
Continued communication with staff based at Gordon House on timescales for potential moves. Decant and decommissioning.	<b>Lead Officer</b>	Emma Plunkett
	<b>Repeating Activity</b>	No
	<b>Planned Start</b>	Monday April 01, 2024
	<b>Planned Finish</b>	Monday March 31, 2025
	<b>Expected Outcome</b>	If approved, staff to be relocated to other offices. Minor improvements carried out to offices where required.
	<b>Resource Implications</b>	Area Manager, P&FM
Set up and Chair Campus Management Board	<b>Lead Officer</b>	Ann Overton
	<b>Repeating Activity</b>	Yes
	<b>Frequency</b>	To be agreed
	<b>Duration</b>	N/A
	<b>Expected Outcome</b>	Ensure the smooth operation of the site
	<b>Resource Implications</b>	Area Manager
Parking Assessment across Inverurie	<b>Lead Officer</b>	Ann Overton
	<b>Repeating Activity</b>	No
	<b>Planned Start</b>	Monday May 27, 2024
	<b>Planned Finish</b>	Monday March 31, 2025
	<b>Expected Outcome</b>	Options across Inverurie to be considered as part of a wider strategic plan
	<b>Resource Implications</b>	E&IS, Area Manager

Planned Action	Details	
Creation of a Conference Rooms and Training Spaces brochure	<b>Lead Officer</b> <b>Repeating Activity</b> <b>Planned Start</b> <b>Planned Finish</b> <b>Expected Outcome</b>  <b>Resource Implications</b>	Emma Plunkett No Monday May 27, 2024 Tuesday December 31, 2024 Brochure to provide information to all staff on the resources available across not only Inverurie but Aberdeenshire in general. Details to include room capacities, IT availability and parking. P&FM
Progress the demolition of Gordon House as soon as the building is vacated	<b>Lead Officer</b> <b>Repeating Activity</b> <b>Planned Start</b> <b>Planned Finish</b> <b>Expected Outcome</b>  <b>Resource Implications</b>	Emma Plunkett No Thursday September 12, 2024 Monday March 31, 2025 Tendering exercise to be undertaken to allow the demolition of Gordon House P&FM