

# Aberdeenshire Council

## Integrated Impact Assessment

### Budget Savings Proposal 2025/26 - M365 contract and reduction of licence costs

Assessment ID	IIA-002590
Lead Author	Alec Mcvean
Service Reviewers	Michelle Milne
Subject Matter Experts	Kakuen Mo, Jane Wilkinson, Ricki Lyon, Jade Fitzpatrick
Approved By	Marice Mackay
Approved On	Wednesday January 29, 2025
Publication Date	Wednesday January 29, 2025

# 1. Overview

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

Following consultation up to SLT we plan to reduce the number of highest cost (E5) licences to only apply to those staff deemed to be in critical roles (from a data /security perspective) whilst digitally enabling all staff with a minimum of the cheapest (F1) licence, resulting in a predicted saving of £193K pa (including a one-year discount of £41k for the financial year 2025/26 relative to the current year).

During screening 1 of 11 questions indicated that detailed assessments were required, the screening questions and their answers are listed in the next section. This led to 1 out of 5 detailed impact assessments being completed. The assessments required are:

- Equalities and Fairer Scotland Duty

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

A detailed action plan with 1 points has been provided.

This assessment has been approved by [marice.mackay@aberdeenshire.gov.uk](mailto:marice.mackay@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?	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	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. Evidence

Type	Source	It says?	It Means?
Other Evidence	Microsoft	Defines functionality of each license type	Provides understanding of any changes to user experience if their allocated license type changes.

### 4.4. Engagement with affected groups

N/A

### 4.5. Ensuring engagement with protected groups

N/A

### 4.6. Evidence of engagement

N/A

## **4.7. Overall Outcome**

No Negative Impacts Identified.

Reduction in security on some accounts does not affect user experience whilst facilitating digital enablement of all staff improves equality.

## **4.8. Improving Relations**

N/A

## **4.9. Opportunities of Equality**

Council will have the option to digitally enable its whole workforce if it chooses to do so.

# 5. Action Plan

Planned Action	Details
Monitor spend, adjust licence allocation according to Council needs	<p><b>Lead Officer</b> Alec Mcvean</p> <p><b>Repeating Activity</b> No</p> <p><b>Planned Start</b> Tuesday April 01, 2025</p> <p><b>Planned Finish</b> Tuesday March 31, 2026</p> <p><b>Expected Outcome</b> Projected savings met, increasing digital enablement of frontline workers.</p> <p><b>Resource Implications</b> Minimal - standard contract management and operational tasks.</p>