

## Argyll and Bute Council: Equality and Socio-Economic Impact Assessment

### Section 1: About the proposal

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| <b>Title of Proposal</b> |
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| Budget savings proposals 2020/21: combined EqSEIA |
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| <b>Intended outcome of proposal</b> |
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| To contribute to the delivery of the council's 7% savings target. |
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| <b>Description of proposal</b> |
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| <p>The overall budget proposal contains a series of savings that have been developed by Heads of Service in response to a 7% target budget reduction.</p> |
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| <p>Screening of the policy-related budget savings proposals enabled the identification of those proposals where individual EqSEIAs were required. Following the completion of the individual EqSEIAs, this combined impact assessment brings together their conclusions so that the cumulative impact of the budget savings proposals can be seen.</p> |
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| <p>In total, the proposals covered by this EqSEIA contribute to overall revenue budget savings and, in the year 2020/21, would reduce staffing levels in the range of 27.91 to 30.91 FTE and 77 to 80 headcount.(See below for an explanation of the range given.)</p> |
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| <p>Note that these figures do not include posts that are currently vacant and which would be taken as savings. Nor do they include posts where Terms and Conditions prevent compulsory redundancy.</p> |
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| <p>The detailed savings are set out in the associated 2020/21 Budget papers – policy options.</p> |
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| <b>Business Outcome(s) / Corporate Outcome(s) to which the proposal contributes</b> |
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| See table 1 |
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| <b>Lead officer details:</b> The lead officer of each savings proposal is usually the relevant Third Tier Manager. In some cases it may be the Head of Service. The lead officer for the strategic Equality and Socio-Economic Impact Assessment is the Head of Customer Support Services. |   |
| Name of lead officer   | <b>Jane Fowler</b>  |
| Job title  | <b>Head of Customer Support Services</b>  |
| <b>Appropriate officer details:</b> The appropriate officer for each of the proposals is the relevant Head of Service.   |   |
| Name of appropriate officers   | Jane Fowler, Head of Customer Support Services<br>Ross McLaughlin, Head of Commercial Services<br>Fergus Murray, Head of Development and Economic Growth<br>Anne Paterson, Head of Education - Lifelong Learning and Support<br>Louise Connor, Head of Education - Learning and Teaching<br>Jim Smith, Head of Roads and Infrastructure<br>David Logan, Head of Legal and Regulatory Services |
| Sign off of EqSEIA   | Jane Fowler, Head of Customer Support Services  |
| Date of sign off   | 03.02.20  |

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| <b>Who will deliver the proposal?</b>  |
| The proposals will be delivered by the Heads of Service as follows: <ul style="list-style-type: none"> <li>• Head of Customer Support Services</li> <li>• Head of Commercial Services</li> <li>• Head of Development and Economic Growth</li> <li>• Head of Education: Lifelong Learning and Support</li> <li>• Head of Education: Learning and Teaching</li> <li>• Head of Legal and Regulatory Support</li> <li>• Head of Roads and Infrastructure Services</li> </ul> |

## Section 2: Evidence used in the course of carrying out EqSEIA

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| <b>Consultation / engagement</b>   |
| Heads of Service have consulted with staff groups affected. They have also identified information from wider public consultations pertaining to their proposals.<br><br>In addition, a public consultation was carried out as part of the overall budget setting process. This impact assessment should be read in conjunction with the findings of that consultation. |

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| <b>Data</b>   |
| Data has been gathered by Heads of Service from a range of sources that are specified in the Service EqSEIAs. |

As of 23/01/2020, the net number of posts identified as being at risk of redundancy as a result of the budget savings proposals totalled 77 to 80. (The range is accounted for by three posts [\*] that may be subject to variation in contract or redundancy.) The corresponding FTE ranges from 27.91 to 30.91.

The greatest number of posts affected are concentrated in posts LGE6 and LGE2 (see table).

| Grade        | Net loss: headcount | Net loss: FTE         |
|--------------|---------------------|-----------------------|
| 2            | 20                  | 4.39                  |
| 4            | 4                   | 2.55                  |
| 6            | 43                  | 13.17                 |
| 8            | 5                   | 2.8                   |
| 9            | 3                   | 3                     |
| 10           | 3*                  | 3*                    |
| 11           | 1                   | 1                     |
| TZA          | 1                   | 1                     |
| <b>TOTAL</b> | <b>77 to 80</b>     | <b>27.91 to 30.91</b> |

The majority of posts at risk of redundancy are part time (6 full-time posts, compared to 71 part-time). Of the part time posts, 58 post-holders work less than 0.5FTE and 26 work less than 0.25FTE.

The employees in the posts at risk are a mix of male and female staff across all grades with the exception of the LGE6 posts where over 97% of the workforce are part-time women. This is a reflection of the workforce employed as pupil support assistants and it is not an indication of females being targeted over males.

Where savings proposals relate to posts that are currently vacant, these posts are not included in the headcount/FTE figures presented above.

#### Other information

N/A

#### Gaps in evidence

Based on the information currently available, there is no evidence to suggest that job losses will be concentrated within any particular geographical locations, sex or age groups. However, as some of the savings proposals relate to reducing the number of posts within pools of staff, until the selection process has taken place, it is not possible at this stage to definitively profile the employees who will be affected by the savings proposals. The profile of employees affected will be monitored as the redundancy process progresses.

### Section 3: Impact of proposal

#### Impact on service users:

See table 2

#### Impact on service deliverers (including employees, volunteers etc):

See table 3

Table 2:

| Impacts on service users |  | Protected characteristics |            |           |     |                     |                                |                         |          |                    |                           |                    | Socio-economic duty |            |                      |                  |                           |                      |                         |
|--------------------------|--|---------------------------|------------|-----------|-----|---------------------|--------------------------------|-------------------------|----------|--------------------|---------------------------|--------------------|---------------------|------------|----------------------|------------------|---------------------------|----------------------|-------------------------|
|                          | Proposal   | Age                       | Disability | Ethnicity | Sex | Gender reassignment | Marriage and Civil Partnership | Pregnancy and Maternity | Religion | Sexual Orientation | Mainland rural population | Island populations | Low income          | Low wealth | Material deprivation | Area deprivation | Socio-economic background | Communities of place | Communities of interest |
| CCS02                    | Customer Service Centre and Registration Services                              |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| CS01                     | Remodel Estates Staff Structure  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| CS02                     | Remodel Business Support in Estates, Property Management and Property Services |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| CS03                     | Remodel Property Officer Team  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| DEG01                    | Economic Growth-Removal of European Support Officer post                       |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| DEG04                    | Transformation and Regeneration: removal Development Officer post              |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| DEG07                    | Removal of Building Standards Manager  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED01                     | PE Facilities  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED02                     | Enterprise   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED03                     | Psychological Services   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED04                     | CAST (Creative Art in Schools Team) support                                    |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED06                     | Quality Assurance and Moderation   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED07                     | Admin and Finance Assistants   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED11                     | 16+ Learning Choices   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED14                     | Swimming Pool Subsidies (Islay and Jura)                                       |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED14                     | Swimming Pool Subsidies (mid Argyll)   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED15                     | Additional Support Needs   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED16                     | Learning Centre Clerical Savings   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED18                     | Reduction of Education Central Team  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED19                     | Community Learning   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED20                     | Pupil Support Assistants   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| ED21                     | Early Years Provision  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| LR1a                     | Procurement & Contract Management Team realignment                             |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| LR03                     | Advice Services Team Review  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| RAIS02                   | School Crossing Patrollers   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| RAIS03                   | Burials and Cremations   |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |
| RAIS09                   | Public conveniences  |                           |            |           |     |                     |                                |                         |          |                    |                           |                    |                     |            |                      |                  |                           |                      |                         |

Legend

|    |                 |
|----|-----------------|
|    | Negative impact |
|    | No impact       |
| +  | Positive impact |
| DK | Unknown impact  |

Table 3:

| Impacts on service deliverers |  | Protected characteristics |            |           |     |                     |                                |                         |          |                    |                           | Socio-economic duty |            |            |                      |                  |                           |                      |                         |  |  |
|-------------------------------|--|---------------------------|------------|-----------|-----|---------------------|--------------------------------|-------------------------|----------|--------------------|---------------------------|---------------------|------------|------------|----------------------|------------------|---------------------------|----------------------|-------------------------|--|--|
|                               | Proposal   | Age                       | Disability | Ethnicity | Sex | Gender reassignment | Marriage and Civil Partnership | Pregnancy and Maternity | Religion | Sexual Orientation | Mainland rural population | Island populations  | Low income | Low wealth | Material deprivation | Area deprivation | Socio-economic background | Communities of place | Communities of interest |  |  |
| CCS02                         | Customer Service Centre and Registration Services                              |                           |            |           |     |                     |                                |                         |          |                    |                           |                     | +          |            |                      |                  |                           |                      |                         |  |  |
| CS01                          | Remodel Estates Staff Structure  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| CS02                          | Remodel Business Support in Estates, Property Management and Property Services |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| CS03                          | Remodel Property Officer Team  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| DEG01                         | Economic Growth-Removal of the European Support Officer post                   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| DEG04                         | Transformation and Regeneration: removal Development Officer post              |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| DEG07                         | Removal of Building Standards Manager  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED01                          | PE Facilities  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED02                          | Enterprise   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED03                          | Psychological Services   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED04                          | CAST (Creative Art in Schoots Team) support                                    |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED06                          | Quality Assurance and Moderation   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED07                          | Admin and Finance Assistants   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED11                          | 16+ Learning Choices   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED14                          | Swimming Pool Subsidies (Islay and Jura)                                       |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED14                          | Swimming Pool Subsidies (Mid Argyll)   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED15                          | Additional Support Needs   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED16                          | Learning Centre Clerical Savings   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED18                          | Reduction of Education Central Team  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED19                          | Community Learning   |                           |            | DK        |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED20                          | Pupil Support Assistants   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| ED21                          | Early Years Provision  | DK                        | DK         |           |     |                     |                                | DK                      |          |                    |                           |                     |            | DK         | DK                   | DK               | DK                        |                      |                         |  |  |
| LR1a                          | Procurement & Contract Management Team realignment                             |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| LR03                          | Advice Services Team Review  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| RAIS02                        | School Crossing Patrollers   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            |            |                      |                  |                           |                      |                         |  |  |
| RAIS03                        | Burials and Cremations   |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            | DK         | DK                   |                  |                           |                      |                         |  |  |
| RAIS09                        | Public conveniences  |                           |            |           |     |                     |                                |                         |          |                    |                           |                     |            | DK         | DK                   |                  |                           |                      |                         |  |  |

Legend

- Negative impact
- No impact
- + Positive impact
- DK Unknown impact

**If any 'don't knows' have been identified, at what point will impacts on these groups become identifiable?**

If proposals are approved by council, work will be carried out to during their planning and implementation phases to understand the impacts on groups where impacts are currently unknown. Mitigation to these impacts will be implemented as required.

**How has 'due regard' been given to any negative impacts that have been identified?**

In each case, the savings proposal has taken into consideration the impact on the service users and employees.

It is clear that there are a range of groups impacted. The proposals around Education affect service users with the protected characteristic of age (because of the delivery of services to Children). However, the number of proposals from Education reflects the size of the Service and does not suggest disproportionate impact on this particular group.

In terms of service users, it is clear from the assessment's matrix of impacts (above) that there are some savings that have impacts on particular groups. These will be addressed and mitigated in a range of ways by the Heads of Services. Mechanisms for mitigation include:

- Giving service users warning of changes and signposting alternatives (e.g. CCS02).
- Redistribution of responsibilities and redesign of service delivery (e.g. CCS02; CS01; CS02).
- Continuing shift towards online service delivery, thus reducing demand for other channels (CCS02).

Where reallocation of responsibilities takes place and services are redesigned, impacts will be monitored and managed through the council's supervisory and PRD arrangements and via performance management arrangements.

Where employees may be affected by posts at risk of redundancy, efforts will be made offer suitable redeployment opportunities, in line with the council's procedures. In addition, changes to posts are being managed through: retirals; the ending of secondments with employees returning to their substantive posts; variations to contracts.

Despite the mitigation measures outlined above, a range of impacts and risks have been identified. These include:

- Slower response times (e.g. CCS02).
- Reductions in levels of support offered to front line services (e.g. ED18)
- Reduction in level, or withdrawal, of services offered to service users (ED19; RAIS02).
- Reduction in funding support to third sector groups (ED21).
- See also details of knock-on effects identified.

Further details of impacts are provided in the budget savings proposals.

**Section 4: Interdependencies**



**Is this proposal likely to have any knock-on effects for any other activities carried out by or on behalf of the council?**

N/A

**Details of knock-on effects identified**

The knock-on effects outlined here are those that have implications beyond the team affected by the proposal and that may place pressure on resources elsewhere:

CSS02: Campbeltown CSP is the hub for certain other partner related organisations (Police Scotland, HM Passport Service for the remote passport interview service, Campbeltown Museum Trust); any temporary CSP closures due to unforeseen staff shortages would impact them.

CS03: The reduction in staff combined with the new requirements from SG means that additional external resource would be required to complete condition surveys, including of schools; these must be understood and accounted for in any decisions in moving forward. The reduction in team capacity will prevent income generation.

ED01: Local communities would not receive income from hall rentals. Live Argyll would reduce their income from swimming pool fees.

ED03: The educational psychology service works directly with school staff and partners to enhance skill and confidence in meeting the needs of children and young people with additional support needs and directing interventions to close the poverty related attainment gap. Reduction to educational psychology staffing will impact on the professional learning opportunities offered to staff within schools with a resulting knock on effect for learners and staff.

ED07: There will be additional work that will have to be picked up by the school support team during school holidays

ED14: Could potentially lead to the inability of Islay & Jura Community Enterprise Ltd and Mid-Argyll Community Enterprise Co being able to maintain their swimming pools.

ED15: Possibility that schools would have to pick up the costs of providing ASN activities service to vulnerable children.

ED16: Additional work will have to be picked up by the clerical team within Oban High and Rockfield/St Columba's primary schools.

ED19: The reduction in Community Learning service delivery is likely to have a negative impact on attainment, achievement, engagement, positive destinations and associated wellbeing of young people. It may impact on corporate parenting, the poverty strategy and adult learning outcomes.

ED21: If third sector grants are removed then groups would have to increase costs in order to continue operating.

RAIS02: May lead to demand for additional engineering work to be carried out if any crossings are identified as requiring traffic management measures.

RAIS09: The removal of public conveniences is likely to have a detrimental impact people with a disability and people who are pregnant or who have young children.

**Section 5: Monitoring and review**

**How will you monitor and evaluate the equality impacts of your proposal?**

Progress with the implementation of the individual proposals will be monitored by the relevant Heads of Service. This will include the implementation and monitoring of any identified mitigating measures. For the majority of the Education proposals, there is a commitment to conduct a full review after the first year. This review will include an evaluation of the equality impacts. In other instances, monitoring of performance will be ongoing. See section on due regard for more information.

HR and Organisational Development will monitor redundancies and other changes in staffing.