

INTEGRATED IMPACT ASSESSMENT COVERING

- **EQUALITIES & SOCIO ECONOMIC DUTIES**
- **HUMAN RIGHTS AND RIGHTS OF THE CHILD**

STAGE 1 - DO I NEED AN INTEGRATED IMPACT ASSESSMENT?

Name of policy or proposal: Reduce the Cleaning frequency at HQ to 3 times per week (circa 20% reduction in service)	
Is this a	Mark X below
New activity, programme or policy?	
Change to an existing activity, programme or policy?	X
Budget proposal?	

Duties: tick the boxes you think apply	No	Maybe	Yes
Equalities: Will your proposal have an impact on groups with protected characteristics? <i>Consider the impact of your proposal on people and how they access your services and information without barriers.</i>			X
Socio-economic <i>Not every person/family has access to regular income or savings. Will your proposal have an adverse impact on them</i>	X		
Does your proposal impact on the human rights of people?	X		
Does your proposal impact on the rights of children and young people	X		

<p>Reasoning Briefly describe your reasoning for the responses given above: Equalities; Sex: Staff in the cleaning service are predominantly women. Therefore any changes would disproportionately affect women.</p>
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If you have answered “maybe” or “yes” to any of the Stage 1 questions above then proceed to complete the Stage 2 Integrated Impact Assessment questions below.

If you have answered “no” to the Stage 1 questions above then provide the details below and submit to [email]

Lead Officer for developing the contract	
Other people involved in the screening (this may be council staff, partners or others i.e. contractor or community)	
Date	

STAGE 2

STAGE 2: INTEGRATED IMPACT ASSESSMENT

Brief description of the affected service

<p>1. Describe what the service does: The cleaning service ensures that the HQ and Annexe are kept at an acceptable level in terms of cleanliness and functionality of the building.</p>
<p>2. Who are your main stakeholders? The main stakeholders are: Members of the public Moray Staff</p>
<p>3. What changes as a result of the proposals? Is the service reduced or removed? The changes involve reducing the frequency of cleaning within HQ and the Annexe.</p>
<p>4. How will this affect your customers? The impact will be: <ul style="list-style-type: none"> 1) Staff will be negatively affected as their workings hours will need to reduce 2) Staff within the offices may need to self-help and clean their office area on occasion Visitors to the HQ or Annexe may notice a reduction in cleanliness levels.</p>
<p>5. Impact on staff providing the service The impact would be that there would be a reduction in the working hours of the Cleaners/Supervisor.</p>

6. Please indicate if these apply to any of the protected characteristics	
Protected groups	Potential impacts and considerations
Race	
Disability	
Carers (for elderly, disabled or minors)	
Sex	Staff in the cleaning service are predominantly women. Therefore any changes would disproportionately affect women.
Pregnancy and maternity (including breastfeeding)	
Sexual orientation	
Age (include children, young people, midlife and older people)	
Religion, and or belief	
Gender reassignment	
Inequalities arising from socio-economic differences	

Human rights

List of convention rights	Describe, where applicable, if and how specific rights are engaged
Article 5: Right to liberty and security	
Article 6: Right to a fair trial	
Article 8: Right to respect for private and family life, correspondence and the home	
<i>Article 10: Freedom of expression</i>	
<i>Article 11: Freedom of assembly and association</i>	
<i>Article 12: Right to marry</i>	
<i>Article 14: Prohibition of discrimination (in relation to the convention rights)</i>	
<i>Article 1 of Protocol 1: Protection of property</i>	
<i>Article 2 of Protocol 1: Right to education</i>	
<i>Article 3 of Protocol 1: Right to free elections by secret ballot</i>	

Children's Rights and Wellbeing

Relevant articles – UNCRC	
Article 2 – Non discrimination	
Article 12 – Respect of the views of the child	
Article 3.1 – Best interest of the child	
Article 6.2 – Right to survival and development	

7. Evidence. What information have you used to make your assessment?

Performance data	
Internal consultation	Facilities Management Team Head of Service Members Trade Union Representatives
Consultation with affected groups	

Local statistics	
National statistics	
Other	Legislation and Health and Safety guidance relating to cleanliness levels of office based working environments.

8. Evidence gaps

Do you need additional information in order to complete the information in the previous questions?

There is no additional information needed.

9. Mitigating action

Can the impact of the proposed policy/activity be mitigated? Please explain
Mitigation would be the opportunity for any staff which are affected by the reduction in hours to be placed into Transform and offered additional hours elsewhere within the organisation should a suitable position be available.

10. Justification

If nothing can be done to reduce the negative impact(s) but the proposed policy/activity must go ahead, what justification is there to continue with the change?

The building can still be maintained to an acceptable standard and implementation of the mitigation could address any negative impact on staff from the proposal.

The proposal is still proportionate based on the need for the service.

SECTION 3 CONCLUDING THE IIA

Concluding the IIA

1. No potential negative impacts on any of the protected groups were found.	
2. Some potential negative impacts have been identified. The impacts relate to: <ul style="list-style-type: none"> • Protected characteristics under the Equalities Act • Socio Economic impact and inequality • Human rights/rights of the Child 	X

Reducing discrimination, harassment, victimisation or other conduct prohibited under the Equality Act 2010	
Promoting equality of opportunity	
Fostering good relations	
3. The proposals interfere with human rights and/or the rights of the child	
4. Negative impacts can be mitigated the proposals as outlined in question 8	
5. The negative impacts cannot be fully mitigated but are justified as outlined in question 9.	X
6. Further consultation with affected groups is needed.	
7. It is advised not to go ahead with the proposals.	

<p>Decision Set out the rationale for deciding whether or not to proceed with the proposed actions:</p> <p>Date of Decision: 11.10.23 RG in absence of NM</p>

Sign off and authorisation:

Service	
Department	
Policy/activity subject to IIA	
We have completed the integrated impact assessment for this policy/activity.	Name: Paul Wolverson Position: Service Manager Date: 22 September 2023.
Authorisation by head of service	Name: Nicola Moss Position: Head of Environmental & Commercial Services Date: 29 September 2023
Permission to publish on website -	
Please return this form to the Equal Opportunities Officer, Chief Executive's Office.	