

Initial Integrated Impact Assessment Form

Section 1 - The Policy	
Policy title	ECS BUDGET SAVINGS 2024 - Library Staffing Changes
Implementation date	April 2024
Please provide an overview of the policy including the key aims and expected outcomes:	
Reduction equivalent to 0.62 Full Time Equivalent (FTE) Grade C post	
Detail the budget implication relating to the policy:	
This proposal aims to save £20,000 in the 2024-25 financial year. This equates to a saving of 3% of the total controllable budget for the service.	
What will change as a result of this policy?	
<p>There will be a reduction of one post in the Stornoway Library, which is currently vacant, from 17 hours per week to 6 hours per week and the removal of the budget for Relief Staff. This reduces the capacity of the Stornoway Branch to remain open during periods of staff annual leave and sickness absence. This may require closing for an hour at lunchtime or possibly longer periods of time during the day.</p> <p>The removal of the relief budget at Lionacleit Library reduces the capacity of the Branch to remain open during periods of staff annual leave and sickness absence. This may require closing for an hour at lunchtime or possibly longer periods of time during the day.</p> <p>The reduction of relief budgets at the single staffed libraries in Tarbert and Castlebay reduces the capacity of these Branches to remain open during any extended periods of staff sickness absence and annual leave. In these instances the branches will not be able to open.</p>	
Indicate which groups of people will be, or potentially could be, impacted upon by the implementation of this policy?	
Library Users	
Responsible Persons	
Department / Section	Education and Children's Services
Lead Officer	Neil Macleod
IIA Team Members	
Responsible Head of Service	Chief Officer for Education & Children's Services
Section 2 - Evidence	
What data and information has been reviewed as part of the policy development process?	
Budgets	
Staffing	



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Service outcomes		
Detail what consultation has taken place as part of the policy development process? None.		
What does the information collected and the outcome of any consultation indicate regarding potential impacts of the policy?		
Are there any gaps in knowledge? If further evidence or consultation required as part of the policy development process please detail:		
Section 3 - Initial Integrated Impact Assessment		
Impact Overview	Yes	No
Is the policy strategic?	✓	
Will individuals have access to, or be denied access to a service or function as a result of the policy or the changes being proposed to services or functions?	✓	
Will the implementation of the policy, or the changes to the policy, result in individuals being employed, a change in staffing levels, or a change in terms and conditions, employer or location, either directly or indirectly?	✓	
Is there a change in the size of a budget?	✓	
Will a service be withdrawn, changed or expanded?	✓	
Will the policy have consequences for or affect people?	✓	
Does the policy have the potential to have an impact on equality even when this only affects a relatively small number of people?	✓	
Does the policy have the potential to have an impact on the economy and the delivery of economic outcomes?		✓
Is the policy likely to have a significant environmental impact?		✓
Comments		
<p>The savings proposal reduces the budget by £20k and reduces the capacity of the Library Service to maintain service provision during holidays and periods of staff absence. Overall staffing will reduce from 12.16 FTE to 11.54 FTE which represents a 5% reduction in staffing although this will be achieved through the management of vacancies.</p> <p>Libraries may not be able to open for the advertised hours when there are unavoidable staff shortages. This will result in a reduced service. Any members of the public accessing the libraries as a “Warm Hub” would need to leave the Library during any closures over lunch.</p>		



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Section 3 – - Initial Integrated Impact Assessment Continued			
Which groups of people will be, or potentially could be, impacted upon by the implementation of this policy?	Yes	No	Comments
age		✓	The proposal is unlikely to disproportionately disadvantage any of these groups
disability		✓	
sex		✓	
gender reassignment		✓	
marriage and civil partnership		✓	
pregnancy and maternity		✓	
race		✓	
religion or belief		✓	
sexual orientation		✓	
Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?	Yes	No	Comments
Socio-economic Disadvantage	✓		The proposal may impact on those accessing libraries as a “warm hub” where there are unanticipated closures.
Low Income/Income Poverty	✓		
Low and/or no wealth	✓		
Material Deprivation		✓	
Area Deprivation		✓	
Socioeconomic Background		✓	
Do you have evidence or reason to believe that this policy will or may affect individuals Human Rights?	Yes	No	Comments
Human Rights		✓	
Do you have evidence or reason to believe that this policy will have wider impacts as outlined below?	Yes	No	Comments
Health and Wellbeing	✓		The proposal may impact on those accessing libraries as a “warm hub” where there are unanticipated closures. Library closures can also impact on social interactions.
Economic and Social Sustainability	✓		
Environmental Sustainability, Climate Change and Energy Management		✓	



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The Gaelic Language		✓	
Island Proofing		✓	
Is there the potential for cumulative impact?		✓	

Section 4 - Decision

Based on the initial Integrated Impact Assessment is a full IIA required?

Yes

Full IIA Lead Officer: _____

Estimated completion date: _____

No

If an IIA is deemed not to be required please detail the decision rational below

Although the proposal will impact on Library Users it will not disproportionately disadvantage any equalities group.

Section 5 - Lead Officer and authorising Director

Lead Officer (print name)	Neil Macleod
Designation	Service Manager – Performance & Staffing
Date	16/02/24
Print name of Head of Service or Director responsible for the policy	D. MacLeod
Date	03/10/24

