

## Initial Integrated Impact Assessment Form

<b>Section 1 - The Policy</b>	
<b>Policy title</b>	ECS BUDGET SAVINGS 2024 - Catering & Cleaning Service Redesign
<b>Implementation date</b>	April 2024
<p><b>Please provide an overview of the policy including the key aims and expected outcomes:</b> Service redesign to reduce building cleaning by 15%</p>	
<p><b>Detail the budget implication relating to the policy:</b> This proposal aims to save £64750 in the 2024-25 financial year. This equates to a saving of 3% of the total controllable budget for the service.</p>	
<p><b>What will change as a result of this policy?</b> The 15% reduction in service will result in a change to the working pattern and a reduction of the tasks covered within each location. A new cleaning schedule will need to be drafted for staff and this could result in changes to working hours.</p>	
<p><b>Indicate which groups of people will be, or potentially could be, impacted upon by the implementation of this policy?</b> Cleaners in schools (33) Cleaners in offices (20) Cleaners in sports centre (10) Staff post grades are A to C.</p>	
<b>Responsible Persons</b>	
Department / Section	Education and Children's Services
Lead Officer	Iain G Smith
IIA Team Members	Diane Campbell
Responsible Head of Service	Chief Officer for Education & Children's Services
<b>Section 2 - Evidence</b>	
<p><b>What data and information has been reviewed as part of the policy development process?</b></p> <ul style="list-style-type: none"> <li>Trading Organisation Budgets for Building Cleaning;</li> <li>Staffing rotas and schedules for Comhairle properties;</li> <li>Service outcomes to be achieved from 15% reduction in service.</li> </ul>	
<p><b>Detail what consultation has taken place as part of the policy development process?</b> No consultation has taken place to date. Consultation with potentially affected cleaning staff and Trade Unions will be required.</p>	



## Initial Integrated Impact Assessment Form

**What does the information collected and the outcome of any consultation indicate regarding potential impacts of the policy?**

Employees may have suggestions on how best to implement this reduction in each location. Consultation would provide feedback from the staff regarding the policy implications for them.

**Are there any gaps in knowledge? If further evidence or consultation required as part of the policy development process please detail:**

It is anticipated that work on new rotas and discussion with employees and Trade Unions will provide further information and suggestions.

### 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**

The proposal to reduce the cleaning service by 15% will be done in a way that minimizes the detriment to staff and to building users. Complete loss of cleaning for an entire day is not anticipated and essential cleaning (e.g. toilets, empty bins) is planned to continue on as many days as possible

### 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		✓	



## Initial Integrated Impact Assessment Form

disability		✓	
sex		✓	
gender reassignment		✓	
marriage and civil partnership		✓	
pregnancy and maternity		✓	
race		✓	
religion or belief		✓	
sexual orientation		✓	
<b>Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Socio-economic Disadvantage		✓	
Low Income/Income Poverty		✓	
Low and/or no wealth		✓	
Material Deprivation		✓	
Area Deprivation		✓	
Socioeconomic Background		✓	
<b>Do you have evidence or reason to believe that this policy will or may affect individuals Human Rights?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Human Rights		✓	
<b>Do you have evidence or reason to believe that this policy will have wider impacts as outlined below?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Health and Wellbeing		✓	
Economic and Social Sustainability		✓	
Environmental Sustainability, Climate Change and Energy Management		✓	
The Gaelic Language		✓	
Island Proofing		✓	
Is there the potential for cumulative impact?		✓	
<b>Section 4 - Decision</b>			
Based on the initial Integrated Impact Assessment is a full IIA required?			
<b>Yes</b> <input type="checkbox"/>			
Full IIA Lead Officer: _____			
Estimated completion date: _____			



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No

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

The proposal to reduce the cleaning service by 15% will be done in a way that minimizes the detriment to staff and to building users. Complete loss of cleaning for an entire day is not anticipated and essential cleaning (e.g. toilets, empty bins) is planned to continue on as many days as possible. There is no significant detrimental effect anticipated for service end-users if we do this in a measured and systematic way so a full IIA is not required for this saving.

### Section 5 - Lead Officer and authorising Director

Lead Officer (print name)	Iain G. Smith
Designation	Service Manager Education Resources
Date	16/2/2024
Print name of Head of Service or Director responsible for the policy	Donald A Macleod
Date	

