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

Section 1: About the proposal

Title of Proposal
Remodel Property Officer Team – CS03

Intended outcome of proposal
A reduction in the number of Property Officer/Clerk of Works from 4 to 2.

Description of proposal
Argyll & Bute Council have further funding reductions for the financial year 2020/2021, in delivering these financial savings it has been identified that the number of Property Officer/Clerk of Works will be reduced from 4 to 2. As a result, the service would move to a priority based service with alternative arrangements being made to allow the Council to comply with its own asset management procedures along with the new requirements being introduced by the Scottish Government in relation to undertaking condition assessments of buildings.

Business Outcome(s) / Corporate Outcome(s) to which the proposal contributes
BO115 We are efficient and cost effective

Lead officer details:	
Name of lead officer	**Craig Houston**
Job title	**Property Services Manager**
Department	**Commercial Services, Property Services**
Appropriate officer details:	
Name of appropriate officer	**Ross McLaughlin**
Job title	**Head of Commercial Services**
Department	**Commercial Services**
Sign off of EqSEIA	
Date of sign off	

Who will deliver the proposal?
Craig Houston, Property Services Manager

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

Consultation / engagement
The Third Tier Manager met with the potentially affected staff on 8 October 2019. Purpose of meeting was to inform staff of proposals and how they may be affected. One member of staff was on annual leave and was updated on 11 October 2019. Consultation will continue in accordance with the Council's procedures.

Data
Property Maintenance Team currently consists of a 1xManager and 4x Property Officers supported by Business Support team including property helpdesk. 4 X Property Officers (all LGE 9) aligned to each administration area although priority work will be moved around between areas. Core role of Property Officers is to provide technical input to emergency property incidents (including being 'on call'), deliver planned property maintenance, undertake property condition surveys and review deliver of work by contractors, ensuring workplace environment complying with H&S.

Other information
N/A

Gaps in evidence
The full implications of the Scottish Government requirements in relation to condition assessment of buildings is still being assessed.

Section 3: Impact of proposal

Impact on service users:

	Negative	**No impact**	**Positive**	**Don't know**
Protected characteristics:				
Age		X		
Disability		X		
Ethnicity		X		
Sex		X		
Gender reassignment		X		
Marriage and Civil Partnership		X		
Pregnancy and Maternity		X		
Religion		X		
Sexual Orientation		X		
Fairer Scotland Duty:				
Mainland rural population		X		
Island populations		X		
Low income		X		
Low wealth		X		
Material deprivation		X		
Area deprivation		X		
Socio-economic background		X		
Communities of place?		X		
Communities of interest?		X		

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

	Negative	**No impact**	**Positive**	**Don't know**
Protected characteristics:				
Age		X		
Disability		X		
Ethnicity		X		

	Negative	No impact	Positive	Don't know
Sex		X		
Gender reassignment		X		
Marriage and Civil Partnership		X		
Pregnancy and Maternity		X		
Religion		X		
Sexual Orientation		X		
Fairer Scotland Duty:				
Mainland rural population		X		
Island populations		X		
Low income		X		
Low wealth		X		
Material deprivation		X		
Area deprivation		X		
Socio-economic background		X		
Communities of place?		X		
Communities of interest?		X		

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

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

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?	Yes

Details of knock-on effects identified
1. As a result of reducing the number of posts the ability to manage and deliver the planned and reactive maintenance element of the Central Repairs Account would be significantly impacted and ensuring works are programmed, monitored and controlled to match the budget together with client and service priorities could not be guaranteed. 2. There will be a loss of resilience generally and in particular for the staff who provide an on-call service to cover a 24 hour property emergency call line. Reducing the numbers of staff who can provide the service would mean that staff are on-call more frequently and that would impact on their current work-life balance and ability to deliver 'on site' response is removed. 3. The proposal will require higher graded staff in Property Services and Estates to be available to assist Property Help Desk.

4. The planned and reactive works required to keep the Council's operational buildings functioning are delivered by Term Contractors. A reduction in the number of Property Officers would mean that audit and scrutiny of Term Contractor performance would need to be reduced and possibly stopped.

5. The Council's asset management procedures require condition surveys to be undertaken at a rate of approximately 100 per annum. In addition the Scottish Government have introduced new requirements on the collection of core fact condition and suitability data associated with the School Estate throughout Scotland. The reduction in staff combined with the new requirements means that additional external resource would be required and therefore must be understood and accounted for in any decisions in moving forward.

6. The team are commercial and income generating returning around £50k last year from inspection of insulation projects and condition assessment at NPDO schools. The reduction in capacity will prevent income generation.

Section 5: Monitoring and review

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

- Argyll and Bute Council procedures for Service Redesign will be followed.
- Staff consultation
- Monitoring of Members Casebook Incidents
- Customer Feedback (internal and external)