

Title

Proposed loss of part time Insight and Research Officer post (LGE10)

Intended Outcome

Savings for the council as part of the steps it's taking to bridge its budget gap.

Description

Loss of part time (17.5 hours per week) LGE10 role of Insight and Research Officer post

How does your proposal align with strategy?

The proposal links to budget savings requirements

Lead and Appropriate Officers

Lead Officer- Jane Jarvie	Job Title	Communications Manager, Communications Team
Appropriate Officer: Jane Fowler	Job Title	Department Head of Customer Support Services

Who will deliver the proposal

Jane Jarvie – if it's taken as a saving by councillors in February 2026

Signed Off By	Date

Evidence

Data – what data have you used to inform the IIA?

I have assessed the requirements of the role against business need of the council:

- Gathering and reporting on changes to population information – other services already source data themselves for their own purposes eg Housing, Economic Development. Subject to existing commitments the Economic Development Team could provide some level of support with the stats tasks of the role, although these could only be delivered to the extent that other priorities and demands on the Team allowed: (a) to be the contact for NRS (National Records of Scotland)/Scot Govt stats depts as required, (b) attend national stats meetings with other councils and (c) produce population updates for staff and the council website as required (following Census and national mid-year estimate updates)..
- Support with consultations – this is provided sporadically to services with many managing their own surveys through the web team or with external consultants. Giving advice on the content of a survey involves the Comms Manager too who could continue to provide some level of support. Services would however have to learn to use software required to put surveys together or else seek support from the Web Team which is available to help with the mechanics of a survey. Services would have to manage the analysis of findings themselves (the number of services using this post for analysis tends to be small). Reinforcing the consultation guidance would be part of mitigating actions. And the Community Engagement Group now exists, along with guidance it has produced, for further support.
- Social media analytics – while the in-depth analysis provided by the post would no longer be available, there would be sufficient analytical tools available through social media sites for the comms team to gather data needed for the team's KPIs. This would reduce the Team's ability to act in accordance with the council's drive to base decisions on data but there would be sufficient for a very base level of reporting.

Other information – This may include reference to reports by other people/organisations relevant to the impacts you identify.

N/A

Consultation – What consultation/engagement have you carried out to inform the IIA?

Discussion with the Web Manager about on-going availability of that Team to provide support; and with the Head of Development and Economic Growth

about extent of capacity for his Team to provide a level of support with stats tasks..

Gaps in Evidence – Are there any gaps in evidence?

No

Knock on Effects

Knock-On effect – will your proposal have knock-on effects?

Less support for services with consultations but many already are not dealt with by the Insight and Research Officer; guidance is in place for services to use.

The Comms Team will have less data to use in growing social media use of the council's corporate sites in line with the aim for the council to be a broadcaster of our own news.

Population information – responsiveness to the stats tasks of the role would be affected by the priorities and additional demands of the Economic Development Team.

Knock on Effects Details

As above

Monitoring

How will you monitor the impacts of your proposal as it progresses?

Feedback from colleagues in services; updating guidance if required would be a mitigating action; as would signposting people to alternative sources of support such as the community engagement group.

Fairer Scotland Duty

Impact on service users

Mainland Rural Population	Island Population	Low Income	Low Wealth	Material Deprivation
Negative	Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know	Don't know
Area Deprivation	Socio-Economic Background	Communities of Place	Communities of Interest	
Negative	Negative	Negative	Negative	
No impact	No impact	No impact	No impact	
Positive	Positive	Positive	Positive	
Don't know	Don't know	Don't know	Don't know	

Impacts on service users details

Service users of this role are not directly members of the public. Service users are colleagues in the Comms Team and other council services seeking information or advice. The impacts are as outlined in previous questions.

Don't knows identified

Impact on service deliverers

Mainland Rural Population	Island Population	Low Income	Low Wealth	Material Deprivation
Negative	Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know	Don't know
Area Deprivation	Socio-Economic Background	Communities of Place	Communities of Interest	
Negative	Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know	Don't know

Impacts on service deliverers details

Service deliverers linked to this post are not directly members of the public; they are colleagues in the Comms Team and other services. Impacts on them are as outlined in previous questions.

Due regard

No Impact Justification (To be completed if the screening has shown you do not have to complete this impact assessment)

The impact is focused on council services rather than the public. The impact assessment is focused on the public, therefore the assessment is viewed as not requiring to be completed.

Consumer Duty

Does your proposal affect individuals, businesses or both?

On the basis of your assessment, what are the likely impacts of your proposal?

Choice	Fairness	Redress	Safety
Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know
Information	Access	Representation	
Negative	Negative	Negative	
No impact	No impact	No impact	
Positive	Positive	Positive	
Don't know	Don't know	Don't know	

Describe the positive impacts you have identified

Describe the negative impacts you have identified

What alternatives have you considered which can improve outcomes for customers and/or reduce harm?

How have you reduced harm to consumers through the development of your proposal?

If you have not been able to reduce harm to your consumers, why not?

No Impact Justification (To be completed if the screening has shown you do not have to complete this impact assessment)

Children's Rights and Wellbeing

Direct and indirect impacts on children and young people

Are there any aspects to your proposal which directly impact on children?

Yes / No

Are there any aspects to your proposal which indirectly impact on children?

Yes / No

Describe which groups of children and young people are affected by your proposal.

How are these groups you have identified affected by your proposal.

Children's rights

Article 2: (non-discrimination)	Article 3: (best interest of the child)
Negative	Negative
No impact	No impact
Positive	Positive
Don't know	Don't know
Article 6: (life, survival and development)	Article 12: (repect for the views of the child)
Negative	Negative
No impact	No impact
Positive	Positive
Don't know	Don't know

Have you identified any other articles as being relevant to your proposal?

No / Yes (The system defaults to 'no' if you don't answer this question. List of articles is available in the guidance.)

What articles are relevant to your proposal? (This, along with the following five questions, appears if you answer 'yes' to having identified other articles as being relevant.)

If you have identified any positive impacts, describe what these are?

If you have identified any negative impacts, describe what these are?

What options have you considered to reduce negative impacts?

If you cannot implement measures to mitigate impact why not?

If you have identified relevant articles for which you don't know what the likely impact will be, how will you monitor impact as your proposal progresses?

Children's wellbeing

For each wellbeing indicator, review whether your proposal will result in an improvement to children's wellbeing or not. (More information about the indicators is given in the guidance.)

Safe	Healthy	Achieving	Nurtured
Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know
Active	Respected	Responsible	Included
Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know

For the indicators where you believe your proposal will result in reduced children's wellbeing, explain what these reductions will be.

For the indicators where you believe your proposal will result in improved children's wellbeing, explain what these improvements will be.

If you have identified any indicators as being relevant to your proposal, but you do not know what the impacts will be, explain how you will monitor impact as your proposal progresses.

No Impact Justification (To be completed if the screening has shown you do not have to complete this impact assessment)

Island Communities

How many islands does your proposal affect?

One
Some
All

Which islands are affected by your proposal?

Does your proposal impact on island communities...?

Demography	Economy	Society
Negative	Negative	Negative
No impact	No impact	No impact
Positive	Positive	Positive
Don't know	Don't know	Don't know

Describe any positive impacts you have identified.

Describe any negative impacts you have identified.

If you do not know what the impacts will be, you should reflect this in your monitoring arrangements for the proposal.

Describe how your proposal affects the islands communities you have identified differently from other communities including other islands communities and mainland areas.

How will you ensure your proposal delivers equivalent levels of service to the islands communities you have identified compared to other areas, including mainland areas? (In your answer you should include descriptions of:

- alternatives you have considered to improve or mitigate the impacts identified,
- how you have reduced negative impacts on islands communities, and

- **how your mitigations will vary between communities, if relevant).**

If you have not been able to mitigate impacts, why not?

No Impact Justification (To be completed if the screening has shown you do not have to complete this impact assessment)

Equality impact

Equality impact on service users

Disability	Race	Marriage and civil partnership	Religion or belief	Sex
Negative	Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know	Don't know
Pregnancy and maternity	Age	Sexual orientation	Gender reassignment	
Negative	Negative	Negative	Negative	
No impact	No impact	No impact	No impact	
Positive	Positive	Positive	Positive	
Don't know	Don't know	Don't know	Don't know	

Impact identified

Don't knows identified

Equality impact on service deliverers

Disability	Race	Marriage and civil partnership	Religion or belief	Sex
Negative	Negative	Negative	Negative	Negative
No impact	No impact	No impact	No impact	No impact
Positive	Positive	Positive	Positive	Positive
Don't know	Don't know	Don't know	Don't know	Don't know
Pregnancy and maternity	Age	Sexual orientation	Gender reassignment	
Negative	Negative	Negative	Negative	
No impact	No impact	No impact	No impact	
Positive	Positive	Positive	Positive	
Don't know	Don't know	Don't know	Don't know	

Impact on service deliverers

Don't knows identified

Due regard

No Impact Justification (To be completed if the screening has shown you do not have to complete this impact assessment)

Classification: OFFICIAL