

Budget Statement – Integrated Impact Assessment (IIA) **Not** Required Template

To be completed as a record of your decision that an IIA is **not** required

Please ensure you have read the [IIA Guidance](#) before completing this template.

Title of proposal

Staff establishment – vacancy factor assumption

Purpose of proposed work

Vacancy factor is the assumed level of vacancies across the Council's staff establishment due to ongoing staff turnover (recruitment and attrition). This figure has been informed by zero-based budgeting work performed on the Council's staff establishment and cost base, as well as the review and understanding of the recruitment lifecycle within the organisation. Building this assumption into the budget will fundamentally increase the Council's grip and control over spend by addressing structural underspends.

Lead Officer

Martin Clark, Head of Strategy and Best Value

Service and Department

Finance – Customer and Corporate Services

Date

10 December 2025

Confirmation that an IIA is **not** required:

	Yes / No
Will your proposal have a meaningful impact on people/groups with Protected Characteristics (including care experienced children and young people)?	No (see below)
Will your proposal impact on human rights ?	No (see below)
Will your proposal impact on the rights of children and young people ?	No (see below)
Will your proposal have a meaningful impact on people experiencing socio economic disadvantage ?	No (see below)
Will your proposal impact on climate and nature ?	No (see below)

If you have said **No to all the above**, please record your reasoning for this decision below. You must also complete the relevant section of a committee report, as appropriate. This must include confirmation that your proposal:

- has no meaningful relevance to equality
- does not impact in a way that is incompatible with human and children's rights
- has no meaningful relevance to socio economic disadvantage

- has no relevant impact on climate and nature

Record of decision

The saving recognises that natural staff turnover will result in a position whereby a small proportion of posts across the Council is vacant at any given time. Savings resulting from this natural turnover will be calculated with reference to newly quantified staffing establishments to ensure that there is no detrimental impact to service provision.

As such, there is not expected to be any additional impact related to equality or socio-economic disadvantage, human and children's rights or climate and nature.

If you have said **yes** to any of the above, please read the [IIA Guidance](#) before completing the [IIA](#) template.

Authorisation by Head of Service

Name and title

Richard Lloyd-Bithell, Service Director: Finance and Procurement

Date

10 December 2025

You are required to retain a copy of your completed template, for your own records, for a period of at least **three** years, unless you need to retain it longer for business reasons, such as historically important projects.