

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report		Final report	X	(Tick as appropriate)
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1. Title of plan, policy or strategy being assessed

Changes to the pre-application advice service

2. What will change as a result of this proposal?

The pre-application advice service offered by the City of Edinburgh Council will change. The service offered to customers will be standardised and professionalised. Charges will be introduced for users of the service.

3. Briefly describe public involvement in this proposal to date and planned

A public consultation was carried out from 6 March 2019 to 3 April 2019, receiving 90 responses.

4. Date of IIA

10 April 2019

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
Gina Bellhouse	Team Manager	N/A	Gina.bellhouse@edinburgh.gov.uk
Kyle Drummond	SEDO	N/A	Kyle.drummond@edinburgh.gov.uk
David Leslie	Chief Planning Officer	N/A	David.leslie@edinburgh.gov.uk

Laura Marshall	Planner	N/A	Laura.marshall@edinburgh.gov.uk
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6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Yes	The Council has a good understanding of the users of the PAA service and the service they are looking for, including what aspects of the service they feel are most important and any elements they feel are currently inadequate.
Data on service uptake/access	Yes	The Council has a good understanding of the level of demand for the PAA service and the resource needed to meet this demand.
Data on equality outcomes	No	N/A
Research/literature evidence	Yes	The Council has a good understanding of how PAA is delivered by other local authorities.
Public/patient/client experience information	Yes	The Council has surveyed users of the PAA service to understand their thoughts on the existing service and has a good understanding of what changes people would like to see to the service and what are considered the most important parts of the service.
Evidence of inclusive engagement of service users and involvement findings	No	N/A
Evidence of unmet need	Yes	The Council has surveyed users of the PAA service to understand their thoughts on any omissions from or

Evidence	Available?	Comments: what does the evidence tell you?
		limitations to the existing service.
Good practice guidelines	Yes	The Council has reviewed relevant UK Government guidance for English local authorities on providing PAA (no equivalent for Scottish local authorities exists).
Environmental data	N/A	N/A
Risk from cumulative impacts	N/A	N/A
Other (please specify)	N/A	N/A
Additional evidence required	N/A	N/A

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>N/A</p> <p>Negative</p> <p>N/A</p>	<p>The proposed changes to the PAA service are not expected to impact (positively or negatively) upon equality, health and wellbeing, and/or human rights.</p>

Environment and Sustainability	Affected populations
<p>Positive</p> <p>N/A</p>	<p>The proposed changes to the PAA service are</p>

<p>Negative</p> <p>N/A</p>	<p>not expected to impact (positively or negatively) upon sustainability.</p>
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<p>Economic</p> <p>Positive</p> <p>The changes will deliver an improved PAA service that gives applicants clear advice within a set timeframe, helping facilitate development activity which in turn will benefit the economy of Edinburgh.</p> <p>Negative</p> <p>The introduction of charges could potentially deter some applicants from seeking PAA, resulting in a lower quality of applications received.</p>	<p>Affected populations</p> <p>All</p>
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8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children’s rights , environmental and sustainability issues be addressed?

No – the pre-application advice service will be delivered by Council employees.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

The changes to the service will be implemented on 1 July 2019, subject to approval by the Planning Committee. A working group has been established to take forward the various work packages required for implementation. These include communications. Communications activity will be carried out prior to and after 1 July 2019 to inform service users of the changes to the service. Appropriate arrangements will be made with the Council’s Interpretation and Translation Service to accommodate

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

The policy relates to town and country planning. However, the policy will not directly result in environmental impacts and so no SEA has been completed.

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/A.

12. Recommendations (these should be drawn from 6 – 11 above)

Ensure that the communications strategy takes into account user groups identified at 9 above.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Ensure the communications strategy takes into account user groups identified at 9 above.	Kyle Drummond kyle.drummond@edinburgh.gov.uk	1 July 2019	Q1 2020

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
Ensure that processes put in place for applying and paying for pre- application advice take into account groups with particular needs.	Kyle Drummond (kyle.drummond@edinburgh.gov.uk)	1 July 2019	Q1 2020

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

A follow-up report will be taken to Planning Committee in Q1 2020 updating the committee on the changes and reviewing how successful they have been. This will incorporate an assessment of any impacts upon particular groups. A process will be put in place to collect feedback on the changes and this will include measures of any impacts on particular groups.

15. Sign off by Head of Service/ Project Lead

Name **David Leslie**

Date **18 April 2019**

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.

Section 5 Contacts

- **East Lothian Council**

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

- **Midlothian Council**

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via http://www.midlothian.gov.uk/downloads/751/equality_and_diversity

- **NHS Lothian**

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

- **The City of Edinburgh Council**

Completed impact assessments should be forwarded to Strategyandbusinessplanning@edinburgh.gov.uk to be published on the Council website.

- **City of Edinburgh Health and Social Care**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **Edinburgh Integration Joint Board**

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.