

## Section 4 Integrated Impact Assessment

### Summary Report Template

Each of the numbered sections below must be completed

Interim report	<input type="checkbox"/>	Final report	<input type="checkbox"/>	(Tick as appropriate)
----------------	--------------------------	--------------	--------------------------	-----------------------

#### 1. Title of plan, policy or strategy being assessed

Committee Management System Procurement.

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

Committee Services are looking to procure a holistic reporting and committee management system. Any system will include the following:

- Meeting scheduling and management tools
- Online hosting and distribution of electronic meeting papers
- A report management system.

Currently the Council utilises a custom development of the Jadu meetings and minutes tool which provides online hosting and distribution of electronic meetings papers. Meeting scheduling and distribution of papers is carried out manually using a range of solutions including Microsoft Office, Public-I Webcaster CMS, Adobe Pro and Goodreader.

The Council does not currently have a report management system. This is carried out manually.

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

There has been no public involvement in the decision to procure a Committee Management System.

Discussion has been ongoing with elected members and the desire to procure a system has been referenced in several political management and governance

reports leading back to 2016. A briefing was taken to the Council's Corporate Leadership Team in April 2018 at which there was a consensus that the project is one that they would like to proceed with providing adequate funding could be provided.

Members of the public have previously provided feedback that the council's Committee notification system and search facility is not fit for purpose. It is envisaged that any new solution would rectify this.

**4. Date of IIA**

25/06/18

**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
Ross Murray	Governance Officer, Council	25/04/18	<a href="mailto:Ross.murray@edinburgh.gov.uk">Ross.murray@edinburgh.gov.uk</a>
Samuel Ho	Area Support Team Clerk		<a href="mailto:Samuel.ho@edinburgh.gov.uk">Samuel.ho@edinburgh.gov.uk</a>

**6. Evidence available at the time of the IIA**

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	No	None.
Data on service	Yes	We do not have data on volumetrics for this, but anticipate no more than 50

<b>Evidence</b>	<b>Available?</b>	<b>Comments: what does the evidence tell you?</b>
uptake/access		<p>thousand unique visitors per month.</p> <p>There are around 12 petitions submitted each year with around 20k signatures received since the Petition process was launched in 2012.</p> <p>The Council's committee pages are some of the most widely used pages, accessed by a wide range of members of the public.</p>
Data on equality outcomes	No	None.
Research/literature evidence	Yes	<p>Extensive research has been carried out into alternative systems and their workings. This has included a trip to Borders Council and meetings with potential suppliers.</p> <p>An internal document outlining alternative solutions was produced in 2016.</p>
Public/patient/client experience information	Yes	<p>Members of the public have engaged directly regarding the lack of Committee notification system and search facility.</p> <p>Discussion has taken place with Elected Members at Committee level on the requirement for an improved system.</p> <p>Proposals have been presented to, and approved by, the Council's Corporate Leadership Team.</p>
Evidence of inclusive engagement of service users and involvement findings	Yes	The current solution meets accessibility guidelines regarding web page and document readability. The use of Ipads also allows for the installation of screen-reader software. Committee reports can be read on braille reading

<b>Evidence</b>	<b>Available?</b>	<b>Comments: what does the evidence tell you?</b>
		machines. Current standards would have to be maintained with any future solution.
Evidence of unmet need	Yes	Members of the public have engaged directly regarding the lack of Committee notification system and search facility.
Good practice guidelines	No	
Environmental data	No	
Risk from cumulative impacts	No	
Other (please specify)	N/A	
Additional evidence required	N/A	

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

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <p>A solution that provided a bespoke app and templates would ensure that documents/reports are publishing in a format that allows for the use of screen-reading software/braille devices.</p> <p>It is envisaged that a report management system would lead to increased efficiency in the publication of reports. This would minimise instances where late reports are tabled at meetings or submitted without sufficient time for inspection by colleagues/ members of the public with</p>	<p>Disabled</p> <p>Disabled</p>

<p>additional accessibility requirements.</p> <p>A translation tool for committee webpages will be added as a desirable requirement as part of the procurement process. This is not currently available.</p> <p><b>Negative</b></p> <p>The system will not be available to those without access to their own personal computer or internet. The system will be available in the Council's libraries and hard copies of meeting papers will continue to be available at City Chambers reception.</p>	<p>Citizens who do not have English as their first language.</p> <p>Citizen without computer or internet connection.</p>
---	--

<p><b>Environment and Sustainability</b></p> <p><b>Positive</b></p> <p>N/A</p> <p><b>Negative</b></p>	<p><b>Affected populations</b></p>
---	------------------------------------

<p><b>Economic</b></p> <p><b>Positive</b></p> <p>It is expected that any solution will achieve efficiencies freeing up existing staffing to focus on more complex tasks.</p> <p><b>Negative</b></p> <p>N/A</p>	<p><b>Affected populations</b></p> <p>Existing staffing.</p>
--	--

- 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?**

N/A

- 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.**

No communications plan

- 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.**

No

**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.**

Interim – require discussion about contents and requirements of IIA

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

To ensure that accessibility standards are maintained as part of the ongoing procurement process.

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

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and contact details)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
To ensure that accessibility standards are maintained as part of the ongoing procurement process.	Ross Murray (0131 469 3870)	N/A	November 2018

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

**15. Sign off by Head of Service/ Project Lead**

**Name**

**Date**

**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](mailto: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](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](mailto: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](http://www.midlothian.gov.uk/downloads/751/equality_and_diversity)

- **NHS Lothian**

Completed IIAs should be forwarded to [impactassessments@nhslothian.scot.nhs.uk](mailto: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](mailto: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](mailto: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](mailto:sarah.bryson@edinburgh.gov.uk)

- **West Lothian Council**

Complete impact assessments should be forwarded to the Equalities Officer.