

Section 4 Integrated Impact Assessment

Summary Report Template

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| Audit Risk level |
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(Risk level will be added by Equalities Officer)

Each of the numbered sections below must be completed

| | | | | |
|----------------|--|--------------|---|-----------------------|
| Interim report | | Final report | Y | (Tick as appropriate) |
|----------------|--|--------------|---|-----------------------|

1. Title of plan, policy or strategy being assessed

Participatory Budgeting Champions Programme 2017/18 - 2018CEO145

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

The champions programme aims to develop the capacity of public, third and community sector to act as champions and support development of participatory budgeting (PB) in the city.

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

To date, involvement has been from a multi-agency short life working group made up of Council officers and Edinburgh Voluntary Organisations' Council (EVOC). Public involvement will be through the recruitment process as detailed in Section 2.

4. Date of IIA

13 December 2017

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 |
|--|--|----------------------|--|
| Saty Kaur (facilitator / report writer) | Lead Officer – Strategy and Insight, City of Edinburgh Council | | Saty.kaur@edinburgh.gov.uk |
| Michele Mulvaney (lead officer) | Community Engagement and Partnership Development Manager – Strategy and Insight, City of Edinburgh Council | | Michele.mulvaney@edinburgh.gov.uk |
| Davy Clark | Police Constable – Prevention, Interventions and Partnerships, Police Scotland | | David.Clark@scotland.pnn.police.uk |
| Denise Horn | Senior Partnership Development Officer - Edinburgh Voluntary Organisations' Council | | denise.horn@evoc.org.uk |
| Sam Reeves | Senior Housing Development Officer – Housing Management and Development, City of Edinburgh Council | | Sam.Reeves@edinburgh.gov.uk |
| Jade Mooney | Lifelong Learning Development Officer – Strategic Youth and Children’s Work (Community Learning and Development), City of Edinburgh Council | | Jade.Mooney@edinburgh.gov.uk |
| Gordon McLean | Lifelong Learning Service Manager | | Gordon.McLean@edinburgh.gov.uk |

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| Scott Donkin | <p>– South West Locality, City of Edinburgh Council</p> <p>Lifelong Learning Service Manager – South West Locality, City of Edinburgh Council</p> | | <p>Scott.Donkin@edinburgh.gov.uk</p> |
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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 | | n/a |
| Data on service uptake/access | | n/a |
| Data on equality outcomes | | n/a |
| Research/literature evidence | | Evidence on how PB has been applied locally, nationally and internationally – which all supports the need for upskilling and capacity building to ensure that PB activity is delivered effectively and with the most impact and participation. |
| Public/patient/client experience information | | Evaluations of PB initiatives delivered in Edinburgh to inform where training gaps are. |
| Evidence of inclusive engagement of service users and involvement findings | | Evaluations of PB initiatives delivered in Edinburgh to inform where training gaps are. |

| Evidence | Available? | Comments: what does the evidence tell you? |
|------------------------------|-------------------|---|
| Evidence of unmet need | | n/a |
| Good practice guidelines | | Information internationally and nationally to inform good practice. |
| Environmental data | | n/a |
| Risk from cumulative impacts | | n/a |
| Other (please specify) | | n/a |
| Additional evidence required | | 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>The champions programme aims to develop the capacity of public, third and community sector to act as champions and support development of participatory budgeting (PB) in the city.</p> <p>Recruitment will be targeted at:</p> <ul style="list-style-type: none"> - Older people - Young people and children - Disabled people - Minority ethnic people - Lesbian, gay, bisexual and transgender people <p>This will be through the recruitment promotional campaign. The recruitment will be promoted through Edinburgh Voluntary Organisation's Council (EVOC), the</p> | <p>Protected characteristics (including older people, young people and children, disabled people and minority ethnic people)</p> |

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| <p>Equalities and Rights Network (EaRN), Volunteer Edinburgh and Neighbourhood Partnership networks. It is hoped that by targeting particular population groups there is a good cross section of champions recruited that represent the communities within which they work and live.</p> <p>Edinburgh is a diverse city that contains a range of geographical communities. PB champions will be recruited in locality settings, and all 4 of the localities in Edinburgh have a mixture of business, urban and rural/semi-rural communities.</p> <p>Public, community and third sector officers will also be recruited, primarily those in roles that represent a broad section of population groups i.e. umbrella organisations, or are in roles that work closely with those population groups on a regular basis.</p> <p>Applicants in those positions will be asked to submit a statement of support from their employers to ensure that they are not negatively impacted in their employment by participating in the champions programme. Staff from community and third sector organisations will also be able to claim expenses for their participation and the organisations can also claim the employee costs to cover sessional/agency staff to carry out the role of the employee who is participating in the programme. It is recognised that there are resource implications in the community and third sector that can prohibit staff participating; and this ensures that they are supported and able to take part in the programme whilst the priorities of the organisations are still able to be delivered.</p> <p>It is not envisaged that there will be particular targeted recruitment from the population groups listed under those that are vulnerable to falling into poverty.</p> <p>It is expected though that by recruiting and training more PB champions from across a range of population groups, that these champions would then be working with other population groups like those vulnerable to falling into poverty.</p> <p>PB is a tool that can support the allocation of resources</p> | <p>Geographical communities</p> <p>Staff (all)</p> <p>Those vulnerable to falling into poverty</p> |
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| <p>to those that are most vulnerable and improve outcomes for communities. By ensuring that the PB champions, through their training and this IIA, have an understanding of all population groups, this would allow ensure that PB activity is targeted to those that would most benefit from achieving better outcomes.</p> <p>Engagement activity will be underpinned by the National Standards for Community Engagement, which have been adopted by Council and are national recognised standards for engagement practice.</p> <p>Negative</p> <p>None</p> | |
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|--|---|
| <p>Environment and Sustainability</p> <p>Positive</p> <p>The champions programme aims to develop the capacity of public, third and community sector to act as champions and support development of participatory budgeting (PB) in the city.</p> <p>The successful delivery of the programme would have a positive impact on sustainability as this would ensure that a range of people from different population groups are trained and knowledgeable to deliver PB across the City.</p> <p>Negative</p> <p>None</p> | <p>Affected populations</p> <p>All</p> |
|--|---|

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| <p>Economic</p> <p>Positive</p> <p>The use of PB in the allocation of funds promotes positive</p> | <p>Affected populations</p> |
|---|------------------------------------|

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| <p>economic benefits for communities in the City.</p> <p>Participants are also able to claim financial support to assist them to participate in the programme.</p> <p>Negative</p> <p>None</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?

The majority of the programme will be delivered by the Council, supported by the Scottish Government’s national PB champions. If any element requires procurement to be undertaken for the programme, an acknowledgement of equality and human rights, sustainability and environmental impacts is already built into the Council’s procurement framework and protocol.

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

The promotion for the recruitment campaign will use a range of channels and platforms i.e. offline and online activity. Targeted recruitment will be carried out to recruit participants from pollution groups that include protected characteristics. In terms of participation, the application form will ask if there are any reasonable adjustments that need to be taken into consideration to support an individual’s involvement in the programme i.e. literacy support, translation services, hearing loops etc. and appropriate arrangements will then be made.

Oversight of the programme sits with the Local Community Planning Team in Strategy and Insight, who have already developed an equalities checklist for use when organising events/activities and this will be followed when setting up the training events to ensure inclusion for all.

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005? (see Section 4)

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.

N/A

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

None

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 |
|---|--|---------------------------------|--------------------|
| Recruitment | All | December 2017 | January 2018 |
| Communication of recruitment | All | Dec 2017 | January 2018 |
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14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

All participants will be given the opportunity to complete an equalities monitoring questionnaire (anonymised) to monitor participation from the population groups and those with protected characteristics.

As part of our ongoing equalities monitoring, everyone who participates in a PB initiative in Edinburgh ran or supported by the Council, is given the opportunity to complete an equalities monitoring questionnaire (anonymised).

15. Sign off by Head of Service

Name **Laurence Rockey – Head of Service, Strategy and Insight**

Date **Tuesday 16 February 2018**

16. Publication

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