

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

Review of City of Edinburgh Council Scheme for Community Councils

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

Community councils (CCs) were first established in Scotland following the Local Government (Scotland) Act 1973. Under the Act each Local Authority is required to produce a Scheme which provides a framework for their creation and operation.

The current Scheme was approved by the City of Edinburgh Council in 2013. A number of areas have been identified where the current Scheme does not provide sufficient clarity or guidance. A formal review is required so these matters can be addressed.

Proposed revisions include:

- Complaints Process – A complaints procedure, based on the current Standard’s Commission model for Councillors will be introduced, for dealing with Code of Conduct violations.
- Code of Conduct – The Code of Conduct will be adapted to provide clarity and a stronger foundation for Community Councillor governance.
- Community Planning – Language has been updated to reflect the nature of community planning arrangements following the Edinburgh Partnership Review and Consultation of Governance and Community Planning Arrangements.
- Young People – Scottish Youth Parliament representatives have been added as ex-officio members on all community councils.
- Engagement – A new optional office-bearer of engagement officer has been created with responsibility for youth and community engagement.

- Nominations and Elections – A clause will be introduced whereby an election cannot be held within six months of a failed attempt to form a CC or six months before a planned election.
- Nominations and Elections – Implementation of a four-year election cycle, as recommended in the Scottish Government’s Model Scheme.
- Eligibility, Appointment and Role of Nominated Representatives – A provision will be added whereby an individual cannot represent a local interest group at the same time as being an elected member.
- Constitution and Standing Orders – The current requirement for Standing Orders and the Constitution to be individually approved by CCs at inaugural meetings will be removed and replaced with documentation embedded within the Scheme.
- Co-opting Members – Provisions will be amended to allow for additional flexibility when co-opting individuals to fill casual vacancies.
- Name change – Minor name changes will be suggested for two CCs.

Changes will be presented to Council on 7 February to gain approval for a formal statutory consultation process. An expected timetable is as below:

Date	
October 2018 – January 2019	Preliminary consultation period
7 February 2019	Draft amended Scheme and proposal for review submitted to Council.
11 February 2019	Subject to Council approval, public notice of the draft amended Scheme for a period of ten weeks.
2 May 2019	Revised Scheme, incorporating changes from consultation submitted to Council for approval. If proposals are amended then a second statutory consultation period of six weeks is required (2 May 2019 to 13 Jun 2019).
27 Jun 2019	Report to Council and, subject to approval, publication of final draft amended Scheme and further four-week consultation period.

August 2019	Report to Council to approve final scheme.
October 2019	Final scheme to be implemented for CC elections and CC term.

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

A short life working group consisting of Council officers has been established to oversee the review process and act as a reference group.

The Edinburgh Partnership Review and Consultation of Governance and Community Planning Arrangements has provided information on areas of improvement on CC governance matters.

The following steps have been taken in advance of the statutory consultation process:

- Joint meeting of CCs to discuss proposals,
- Questionnaire to all CCs, Elected Members and key stakeholders,
- Letter to elected members alerting them to proposed review,
- Initial Data Protection Impact Assessment,
- Engagement with CEC Community Planning Team to ensure that the Consultation Plan meets the requirements of the Council’s Consultation Framework, and
- A communications plan has been developed to promote wide public engagement.

During statutory consultation periods the proposed Scheme, maps and response forms will be made available in libraries, local area offices, the City Chambers and on the Council’s Consultation Hub.

4. Date of IIA

10/01/2019

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	Email
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		training	
Ross Murray	Governance Officer	Attended IIA workshop on 25/04/18	Ross.murray@edinburgh.gov.uk
Chris Peggie	Governance Officer	N/A	Chris.peggie@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	Y	Anecdotal evidence of CCs. Correspondence from CCs and officers in relations to issues with current Scheme.
Data on service uptake/access	N	
Data on equality outcomes	Y	The CC register reflects the make-up of community councillors across the city. Whilst an imperfect method (and perhaps not strictly qualifying as “data”), one can determine that certain demographics significantly overrepresented with others underrepresented. This is further backed up by anecdotal evidence from officers who have attended a high number of community council meetings.
Research/literature evidence	Y	Literature and examples of schemes and procedures were provided from other local authorities in Scotland. Discussions were also held with local

Evidence	Available?	Comments: what does the evidence tell you?
		<p>authorities who had implemented a community council complaints procedure.</p> <p>The Standard's Commission Complaints Process and Scottish Ombudsman Guidance was used to develop proposals.</p> <p>Information about the nature of complaints and how to structure an accessible complaints process was obtained from Council's complaints team.</p>
Public/patient/client experience information	Y	<p>A Q&A session was held with all CCs in the city invited. This had a large turnout and provided information as to concerns of individual community councillors.</p> <p>It was evident from the sessions that significant issues exist regarding representation of any individuals in possession of protected characteristics. It was also apparent that some CCs in the city struggle to represent the full-scope of their constituency with the resource available.</p> <p>A questionnaire was circulated to key stakeholders. This allowed for quantitative and qualitative information to be gathered. 60 responses were submitted including those from more than 50% of CCs in the city. This provided suggestions as to how issues could be tackled and many proposals were incorporated into the draft scheme document.</p>
Evidence of inclusive engagement of service	N/A	

Evidence	Available?	Comments: what does the evidence tell you?
users and involvement findings		
Evidence of unmet need	N/A	
Good practice guidelines	Y	Scottish Government guidance is available. In some parts this is useful, however, it doesn't provide for the robust governance framework that is required for community councils in an urban local authority area.
Environmental data	N	
Risk from cumulative impacts	N	
Other (please specify)	N	
Additional evidence required	N	

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>Improved engagement with/representation of underrepresented groups</p> <p>Improved bullying and harassment policies and procedures. Assisting with the identification of areas where support or training is required, whilst implementing protection for vulnerable individuals.</p> <p>Improved youth provisions. Including additional ex-officio members and engagement officer</p> <p>Accessibility for complaints procedure. Multiple means and mechanisms will be made available for complainants.</p>	<p>All</p> <p>All/ Vulnerable individuals</p> <p>Young People</p> <p>Those with additional accessibility</p>

Negative	requirements
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Environment and Sustainability Positive Movement to electronic means of dealing with CC governance. Provision of email address and encouragement to stop sending paper copies where not required. Negative	Affected populations All
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Economic Positive N/A Negative	Affected populations
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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

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.

An outline Communications Plan has been developed by the Communications Service. Main communication is expected to take place in October 2019 during roll-out of the new governance framework.

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.

N/A

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.

Further evidence will be gathered by the statutory consultation process. This will include physical copies of documentation and feedback sheets city-wide. There will also be a chance to respond on the Council's Governance Hub. Drop-in sessions will be made available in each locality and at the City Chambers.

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

To assess impact of new proposals on minority representation following October 2019 elections.

To continue to move towards electronic means of communication and CC support where possible.

To review the CC complaints procedure at regular intervals. Ensuring that complaints are being received and effectively dealt with.

To include training on engagement and minority representation as part of the Winter 2019/2020 induction sessions for new community councillors.

To revisit the IIA process if proposals change as a result of statutory consultation cycles between February and August 2019.

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
To assess impact of new proposals on minority representation following October 2019 elections.	Ross Murray (0131 469 3870)	January 2020	
To continue to move towards electronic means of communication and CC support where possible	Ross Murray (0131 469 3870)	Ongoing	January 2020
To review the CC complaints procedure at regular intervals. Ensuring that complaints are being received and effectively dealt with.	Ross Murray (0131 469 3870)	Ongoing	January 2020
To include information on engagement and minority representation as part of the Winter 2019/2020 induction sessions for new community councillors.	Ross Murray (0131 469 3870)	December 2019	
To revisit the IIA process if proposals change as a result of statutory consultation cycles between February and August 2019.	Ross Murray (0131 469 3870)	Ongoing	April 2019, June 2019 and August 2019

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

This will be added to the Governance Team's Annual Workplan to ensure regular review.

Feedback will continue to be received through attendance at community councils meetings and anecdotally from locality officers.

15. Sign off by Head of Service/ Project Lead

Name – Laurence Rockey – Head of Strategy and Communications

Date – 24-01-19

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.