

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

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

Service Design and Our Assets: Asset Management Strategy and Service Re-provisioning, as part of the existing Asset Management Strategy Programme.

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

We will design and implement an enhanced engagement approach with local communities to inform the Council how to best design our services around the needs of citizens and then optimise the delivery of these through physical assets. By adopting this service led approach, rather than an asset/buildings led approach, we can plan for co-location of services into multi-use facilities. Community involvement and greater engagement in shaping the services people need and how that will be delivered from a smaller asset base will enable us to re-provision services and, as a consequence, rationalise buildings to create a more cost effective and sustainable estate.

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

This proposal is part of the Council's Change Strategy 2019-2023. Other than consultation being undertaken on the wider Change Strategy there has been no direct public involvement so far as the process is still at design stage. Public engagement is integral to the entire process and there will be a series of engagement methods agreed as part of the process design (eg workshops, social media, flyers, meetings, surveys etc) to gather data and opinions of each local community where the process will be applied. This data and opinions will form the basis of the resulting proposals that emerge from the process.

4. Date of IIA

24/01/19

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

IIA to date relates to the design of the overall process. The IIA will be further developed with service stakeholders as proposals emerge for each geographical area.

Name	Job Title	Date of IIA training	Email
IIA core:			
Ruth Macdonald	Estates Optimisation manager		ruth.macdonald@edinburgh.gov.uk
Simah Aslam	Portfolio Planner		simah.aslam@edinburgh.gov.uk
Lindsay Glasgow	Senior Manager Strategic Asset Management		Lindsay.glasgow@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	YES	Working with the services in the areas, we are gathering data on who the key stakeholders are.
Data on service uptake/access	NO	As the project progresses we will gather this information
Data on equality outcomes	NO	As the project progresses we will gather this information

Evidence	Available?	Comments: what does the evidence tell you?
Research/literature evidence	NO	As the project progresses we will gather this information
Public/patient/client experience information	NO	As the project progresses we will gather this information
Evidence of inclusive engagement of service users and involvement findings	NO	As the project progresses we will gather this information
Evidence of unmet need	NO	As the project progresses we will gather this information
Good practice guidelines	YES	We will engage skilled and experienced service design professionals to provide the facilitation and design the engagement process in association with Council officers
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?

[illegible]

Environment and Sustainability	Affected populations
<p>Positive</p> <p>An objective of the engagement process is to consolidate and reduce the Council's asset base. This will reduce the Council's carbon footprint. There may also be the opportunity to replace some existing buildings with more sustainable assets - eg those following Passivhaus principles, which will reduce the carbon footprint.</p>	All groups
<p>Negative</p> <p>Some areas where the process will be applied include the need for additional buildings to meet growing demographics. These additional buildings to the Council's estate will increase the carbon footprint. However the principle of Service Design is to minimise</p>	All groups

the need for additional floorspace where possible by maximising efficiencies.	
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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?

Yes – we will engage experienced contractors to assist us in design and implementation of the engagement plan. Part of the selection process is based on the contractor's ability to engage with hard to reach groups in a meaningful way. We will ensure they are aware of the need to address these issues as part of the design and implementation. No consultation or engagement will take place until the engagement plan is authorised by the relevant project board.

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.

A range of communication channels will be used to reach out to all types of people regardless of their age, disability or language etc. The engagement plan is currently being designed but will include direct communication through drop-in events, workshops and through the Council's social media channels . Formats will be designed to be understood by a range of the population groups.

- 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.**

Not specifically, although outcomes from this approach may have planning or land use implications.

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.

This is an interim IIA report, further evidence will be gathered through the engagement process.

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

This IIA is an iterative process and will be developed as the engagement process proceeds and change proposals emerge.

- 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
Monitoring of impact following implementation – monitoring plan	Ruth Macdonald /	31 March 2019	October 2019

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 be developed	Simah Aslam		

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

A monitoring plan will be developed to assess the proposals once they emerge.

15. Sign off by Head of Service/SRO

Name Peter Watton

Date 25/1/19

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.