

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

Edinburgh Shared Repairs Service – Provision of information on outstanding debt for Statutory Notice repairs

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

At present the Edinburgh Shared Repairs Service hold a register of Statutory Notices which are still 'live' due to outstanding debt on one or more of the flats within a Tenement.

The team currently receive requests solely via an online form hosted on the Council's website. Requests are predominately received from Conveyancing firms and property search companies, however, customers can also request this information. Approximately 4500 requests for outstanding debt information are received per annum. Requests are responded to within 10 working days by letter sent via e-mail to the requesters preferred email address.

The change proposes to integrate a payment function in to the existing online form and start to charge between £25-£50 for the work the Council will be required to undertake as a result of the request. CEC previously charged £40 for this information which stopped in 2003. Due to legislative changes the Council now once again have the power to impose a reasonable charge for the work being undertaken. CEC now intend to apply a charge for the provision of the debt information.

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

In February 2019 emails were issued to 47 users who had submitted requests in the previous month to give notice of the Council's intention to implement a charge for the debt record letters.

3 responses were received. 2 responses were querying the date of implementation & potential cost. At the time of emails being received there was no definitive date for implementation or expected cost. 1 response was querying the legislation used which was also unknown at the time..

4. Date of IIA

23/8/19

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)

Name	Job Title	Date of IIA training	Email
Martyn Thompson (Facilitator, Report Writer)	Senior Change & Delivery Officer	15/11/18	Martyn.thompson@edinburgh.gov.uk
Jackie Timmons	Shared Repairs Service Manager		<u>Jackie.timmons@edinburgh.gov.uk</u>
William Morrison (Lead Officer)	Information & Control Lead		<u>William.morrison1@edinburgh.gov.uk</u>
Tracy Swan	Finance & Administration Officer		<u>Tracy.swan@edinburgh.gov.uk</u>

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 service have data of all outstanding properties which have debt. The service can also refer to data on house sales to anticipate potential demand.
Data on service uptake/access	Yes	Service receive approximately 4,500 requests per year. This need is expected to remain roughly the same.
Data on equality outcomes	No	
Research/literature evidence	Yes	Data held on house sales and outstanding debt related to shared repair within Edinburgh
Public/patient/client experience information	No	
Evidence of inclusive engagement of service users and involvement findings	Yes	Customer engagement took place in February 2019. Just more than a response rate of 6% recorded.
Evidence of unmet need	Yes	Data shows that customers who do not ascertain this data prior to the purchase of a property will be left with an outstanding debt to pay.
Good practice guidelines	No	
Environmental data	No	
Risk from cumulative	No	

Evidence	Available?	Comments: what does the evidence tell you?
impacts		
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>There are not expected to be any positive or negative impact to the equality, health or wellbeing and human rights.</p> <p>Negative</p> <p>There are not expected to be any positive or negative impact to the equality, health or wellbeing and human rights.</p>	

Environment and Sustainability	Affected populations
<p>Positive</p> <p>There are not expected to be any positive or negative impact to the environment or sustainability.</p> <p>Negative</p> <p>There are not expected to be any positive or negative impact to the environment or sustainability.</p>	

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<p>Economic</p> <p>Positive</p> <p>It is expected that any revenue gained will allow the service to reinvest to improve service delivery.</p> <p>Negative</p> <p>As this is a new charge for information that was previously provided free of charge it will cause a customer to incur additional expenditure that is not currently expected. Cost of information will be reasonable and will be in proportion with the work required to provide said information. In comparison to the overall cost of a house purchase/sale it is assumed the fee is not excessive and should not have a significant negative impact on a customer's economic situation.</p>	<ul style="list-style-type: none"> • Older people and people in their middle years • Men (including trans men), Women (including trans women) and Non-binary people (Include issues relating to pregnancy and maternity including same sex parents) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership • Unemployed • People on benefits • Single parents • Vulnerable families eg young mothers, people
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	<p>experiencing domestic abuse, children at risk of statutory measures</p> <ul style="list-style-type: none"> • Pensioners • Looked after children and young people • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers and carers with protected characteristics) • Those involved in the criminal justice system • Those living in the most deprived communities • People with low literacy/numeracy • People misusing substances • Others e.g. veterans and students
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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?

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.

Further stakeholder emails to be issued.

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.

N/A

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

No recommendations to note.

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

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

Business as usual processes will be used to monitor the plan.

Regular MI reports. Financial data will be assessed to track the take up.

15. Sign off by Head of Service/ Project Lead

A handwritten signature in black ink that reads "Peter Watton". The signature is written in a cursive style with a horizontal line underlining the name.

Name

Date **14 April 2020**

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.