

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report	X	Final report	
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(Tick as appropriate)

1. Title of proposal

Changes to Place Services arising from COVID 19 which were approved by the Council Incident Management team (CIMT), including:

Parking Permit Extensions – agreed to not extend parking permits; agreed to take report on Strategic Review of Parking to Policy and Sustainability Committee	01/06/2020
Permission to conduct marriage and civil partnership ceremonies in specific circumstances (as in report)	04/06/2020
Approved next steps in Implication of the Government’s PHASE 2 COVID-19 route map for public parks and green spaces briefing	19/06/2020
Allow East Princes Street Gardens to be used for queuing for Waverley Station on conditions that there is no cost to the Council and to be used only when necessary	03/07/2020
Service Adaptation Proposal - Culture - Film Edinburgh	07/08/2020
Service Adaptation Proposal – City Art Centre and Cultural Venues	21/08/2020

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

For most of the decisions taken, these are returning Council services to normal following a period of suspension or change arising following the outbreak of the COVID-19 pandemic.

The exception to this is in using East Princes Street Gardens (EPSG) where the decision was to allow Network Rail to use this area to support physical distancing during periods of high passenger numbers through Edinburgh Waverley Train Station. This arrangement, if required, will be managed

by Network Rail (NR) and utilises normal PSG paths. In advance of the decision, a site meeting took place with NR to ensure the arrangements were safe and took account of people with disabilities (particularly in respect of access issues due to steepness of paths).

In respect of Museums and Galleries, the approach is reopening on a phased basis, starting with City Art Centre (CAC). An online booking system has been introduced although this does not exclude people without access internet from visiting with telephone bookings available. In addition, people can turn up at CAC without a booking but they will not be guaranteed automatic entry. The lift is not in use, except when agreed with CAC staff. Guided routes through venue have been set up to ensure safety of customers. Further activity is available digitally, including resources for schools. Target audience for the reopened facility is local residents.

For marriage and civil partnership ceremonies, the Scottish Government routemap permitted these to be reinstated, firstly outside and then indoors. The arrangements in place are in line with the Scottish Government guidance, including ensuring that physical distancing can be supported, limiting number of people attending to 15, attendees are required to wear masks throughout the ceremony and Concierge staff are opening/closing the venue. A Health and Safety assessment has been undertaken.

For parking permits – this is a return to business as usual, reintroducing charges. An IIA for suspending parking charges was previously prepared.

For filming in the city, this was to support a return to permitting filming in the city, in line with Scottish Government guidance and in accordance with the Council’s Filming Charter and Code of Practice.

For Parks and Greenspace, this decision permitted the reopening playgrounds as part of Phase 2 routemap at the appropriate time. Health and Safety checks took place prior to reopening, signage was changed to include generalised reminders on physical distancing and use of hand sanitiser. Car parks which were closed due to restrictions in travel were reopened (except upper car park at Bonaly which remained closed to allow access for emergency services and mountain rescue).

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

These decisions were taken swiftly by Council Incident Management Team (CIMT), making changes to Council services and were based on officer recommendation. These decisions were taken in discussion with the Council Leader and Depute Leader.

The approach being taken includes working closely with public and voluntary sector partners but there was not time for specific public involvement in the development of plans. As resources have allowed, changes have been made to reinstate services or to adapt services further.

4. Is the proposal considered strategic under the [Fairer Scotland Duty](#)?
No.

5. Date of IIA

15 September 2020 – 30 September 2020.

6. 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
Graeme Craig	Horticulture Manager	
Frank Little	Service Manager	
John McNeill	Senior Public Safety Officer	
Gavin Sherriff	Senior Transport Team Leader	10/10/2018
Lindsay Robertson	Service Manager	
Karen Watson	Registration Service Manager	
Elaine Wishart	HR Consultant	August 2019 and 10/09/2020 (Facilitator)
Alison Coburn	Operations Manager	23/01/2019

7. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
Data on populations in need		This data is held within service areas and decisions were taken based on service knowledge and understanding, alongside recognising the resources available.
Data on service uptake/access		This data is held within service areas and decisions were taken based on service knowledge and understanding, alongside recognising the resources available. Service data has been collected, where possible, to analyse service demand and issues as these arise.
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.		This data is held within service areas and decisions were taken based on service knowledge and understanding, alongside recognising the resources available. Service data has been collected, where possible, to analyse service demand and issues as these arise.
Data on equality outcomes		This data is held within service areas and decisions were taken based on service knowledge and understanding, alongside recognising the resources available. Service data has been collected, where possible, to analyse service demand and issues as these arise.
Research/literature evidence		The decisions brought forward at these times adhered to the Scottish Government Guidance (sometimes referred to as the Scottish Government routemap) in response to COVID-19.

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
Public/patient/client experience information		This data is held within service areas and decisions were taken based on service knowledge and understanding, alongside recognising the resources available. Service data has been collected, where possible, to analyse service demand and issues as these arise.
Evidence of inclusive engagement of people who use the service and involvement findings		N/A
Evidence of unmet need		N/A
Good practice guidelines		These decisions were made based on the Government guidance in response to COVID 19 and the impact of this guidance on the Council's ability to continue to deliver services.
Carbon emissions generated/reduced data		This information is gathered in line with normal Council processes/reporting.
Environmental data		This information is gathered in line with normal Council processes/reporting.
Risk from cumulative impacts		These decisions relate to reintroducing Council services in line with Scottish Government guidelines.
Other (please specify)		
Additional evidence required		<p>For the City Art Centre – a user survey has been implemented to understand how the new arrangements are working.</p> <p>The Council expects partners, particularly in this case Network Rail, to have carried out its own Integrated Impact Assessment for the safe use of Edinburgh Waverley Train Station.</p>

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

<p>Equality, Health and Wellbeing and Human Rights</p> <p>Positive</p> <ul style="list-style-type: none"> • Reintroduction of marriage ceremonies and birth registrations in line with government guidance. • Opening cultural venues, particularly important for mental health and wellbeing. In addition, lots of work has been done at CAC to enable people with visual and hearing impairment to benefit from the exhibitions and facilities. • For the Waverley Station arrangements, this is assisting transportation partners to return to ‘normal’ and provide support to enable them to allow passengers to feel safe. • Increased use of public transport. • Reopening playgrounds/car park primarily important for health and wellbeing, encouraging people to go outside. • These changes support local business to generate income due to increased footfall. • The reintroduction of marriage and civil partnership ceremonies is important to people who wish to mark these important life events. <p>Negative</p> <ul style="list-style-type: none"> • Limited access to CAC, fully booked for reduced capacity • Using the internet for bookings could impact those without access. • The signage provided by Network Rail is single language for EPSG. • Closure of upper car park at Bonaly means that there is a greater distance to walk for people with disabilities. 	<p>Affected populations</p> <p>All</p>
<p>Environment and Sustainability including climate change emissions and impacts</p> <p>Positive</p> <ul style="list-style-type: none"> • In respect of EPSG, this change supports transportation partners to increase public transport passengers – which encourages people to use public transport and reduces the carbon impact (when compared to car journeys). • Not extending permits will have a positive impact, with controls in place which will likely reduce car use and increase active travel including walking and cycling. 	<p>Affected populations</p> <p>All</p>

Negative <ul style="list-style-type: none"> No change in building costs e.g. electricity etc. 	
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Economic including socio-economic disadvantage Positive <ul style="list-style-type: none"> For the Council, income from parking permits is used to cover the costs of running the controlled parking scheme, such as Parking Attendants. Income from retail and donations for CAC helps to maintain facilities and services. Income from marriages and civil partnerships helps to support the delivery of these Council services and encourages investment. The ability to register births and to hold marriage and civil partnership ceremonies is extremely important to people. Filming returning to the city will have positive benefits for the economy. Negative <ul style="list-style-type: none"> The income which the Council receives from these activities has been reduced and will impact on the Council's delivery of services in the current financial year. 	Affected populations All
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9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human rights including children's rights, environmental and sustainability issues be addressed?

For EPSG – Network Rail are responsible for all arrangements and rights assessments.

For Parking, NSL are responsible for delivering this service in line with the Council's contract with them. This is monitored on an on-going basis.

Within CAC, Mimi's are responsible for the catering within the facility and any associated impacts.

10. 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.

For EPSG, Network Rail are responsible for all communications.

For Parking, there have been no changes to on-street signage. The changes were communicated through the Council's normal communications channels.

For CAC – e-communications, social media, press releases etc. were used.

For Ceremonies, these changes were communicated through the Council website and National Records Office (NRS). Guided through the statutory processes by Scottish Government.

- 11. Is the policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a [Strategic Environmental Assessment](#) (SEA) will be required and the impacts identified in the IIA should be included in this.**

No.

12. 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 report as there is potential for there to be further changes in the future.

Council officers will follow up with Network Rail and Mimi’s to ensure all appropriate arrangements are in Place.

- 13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) 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 job title)	Deadline for progressing	Review date
None.			

- 14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?**
Return to normal. SG guidance for service delivery.
- 15. How will you monitor how this proposal affects different groups, including people with protected characteristics?**
In most cases these changes mean a return to normal services (or closer to normal services). These changes will therefore be monitored through the normal processes.
- 16. Sign off by Head of Service**

Name Paul Lawrence

Date 16/10/2020

17. Publication

Completed and signed IIAs should be sent to strategyandbusinessplanning@edinburgh.gov.uk to be published on the IIA directory on the Council website www.edinburgh.gov.uk/impactassessments