

Integrated Impact Assessments

INTEGRATED IMPACT ASSESSMENT SUMMARY REPORT TEMPLATE FOR EMERGENCY DECISIONS

1. **Title of proposal** – Restart of Community Payback Unpaid Work and Other Activity Service, Criminal Justice Social Work.

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

A Community Payback Order with an Unpaid Work and Other Activity Requirement is a sentence of the Court. It is a punishment and ensures that the individual pays back to their community through their work. The work undertaken, as well as being reparative, should be of clear tangible benefit to the local community. This is a disposal available to the Court for anyone 16 years or above, including those with protected characteristics:

- Older people and people in their middle years
- Young people
- Men (include trans men), Women (include 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

Service following lockdown

At the commencement of the lockdown period the Community Payback (CPO) Unpaid Work Service (UPW) was temporarily suspended, and an automatic extension of 12 months was applied to the completion date of all existing orders (following the implementation of the Coronavirus Act).

The officers and manager were deployed to provide transport to essential staff (Drug Treatment and Testing Order (DTTO) team clinical staff and CRANE residential staff) who otherwise unable to attend work due to reliance on public transport. The officers and manager were also involved in the transportation of essential equipment and medication – PPE for Crane and DTTO staff, laptops for Criminal Justice Services (CJS) staff and medication for DTTO service users.

Two supervisors returned to work (beginning of April 2020) to collect and restore bikes which were given to community groups and service users (Brake the Cycle).

Service from mid-June 2020

The remaining supervisors returned to work to:

- deliver essential food parcels to those self-isolating, isolated individuals and vulnerable families
- maintain the grounds at Council care homes for older people

This work is co-ordinated from the two UPW workshops, located at Granton and Peffer.

Service restart proposal

The proposal for restart is in three stages, taking account of the Scottish Government's Route Map and restart the UPW service and is accordance of current Government and Public Health guidelines.

Service Delivery Model

Services were organised and delivered on a Locality Hub model around the location of the two UPW workshops at Granton and Peffer. This reduced the need for unnecessary travel for both staff and service users.

- All service users were allocated to a workshop nearest their home address.
- The supervisor meets services users at the projects.
- Maximum group capacity is three people.
- Service users work on site for two hours and then are dismissed. As service users are unable to access toilet facilities on site, this is the maximum number of hours they can work.
- The supervisor cleans the tools and returns to the workshop for a break. The supervisor returns to the site where they meet a new group of service users. This group also works for two hours and then the supervisor will return to the workshop where they clean the tools and the van.

Stage One – Existing Orders

1. Services users selected for restart were identified using the following criteria:
 - Number of hours left to complete. Those with higher numbers were prioritised in the first instance;
 - Could self-travel to the project and
 - Did not present any serious management issues
2. PPE, including face-coverings was provided on-site. Both H&S and social distancing must be observed and any service user unable to conform with these requirements, would be instructed to leave the project.
3. Work projects recommenced from Monday 10 August 2020. This allowed the service to:
 - identify local projects;
 - undertake project risk assessments;
 - organise required PPE;
 - identify cohorts of service users and
 - issue work instructions

Stage Two – New Orders - Induction

Where new Orders have been imposed, service users cannot commence their hours without first completing the required Induction, which includes Health & Safety information. The UPW workshops re-opened to services users to undertake Induction on 5 September 2020.

Stage 3 – Individual Placements

Work is being undertaken with three local providers (n the first instance), which will allow individual placements to recommence, increasing UPW options.

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

Due to the speed at which the service was required to respond to Government and Public Health Guidelines during the course of the pandemic, public involvement in this proposal has been limited to:

- writing to all service users at the start of the pandemic advising of the suspension of the service and that their Orders have been automatically extended by 12 months under the Coronavirus Act and keeping in regular contact with them to update on any changes, including the reduced service restart;
- communication with beneficiaries and organisations with whom we worked; and
- communication with Social Work Scotland, who were our link to Scottish Government.

4. Date of IIA – 03/11/2020

5. Who was involved in carrying out the IIA?

Name	Job Title
Valerie Lawrie	Sector Manager, Groupwork Services, Community Justice
William Birse	Community Payback Unpaid Work Manager
Carey Fuller	Acting Senior Manager, Community Justice Services

6. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you about different groups who may be affected?
Data on populations in need	SWIFT	This database allowed us to track how many individuals were subject to Community Payback Orders with Unpaid Work requirements at the start of lockdown (including total number of hours that were outstanding) and the numbers individuals who were made subject to new Orders (including the number of hours imposed by the Courts).
Data on service uptake/access	SWIFT and reports submitted to Social Work Scotland (monitoring the impact of Covid-19 on Unpaid Work Services nationally)	Recognition that the temporary suspension of the Community Payback Unpaid Work Service would have an impact on people completing their Unpaid Work Hours within the required timescales. Also, recognition that the temporary suspension would impact on those beneficiaries and organisations with whom we worked/provided placement/project opportunities for people subject to Community Payback Unpaid Work Orders. A casenote was recorded on each service user record, outlining the rationale for service suspension, so that there was a clear record of the decision-making process. Service restart focussed, in the first instance on those who had the highest number of hours to complete and those people subject to new Orders who required to undertake and Induction, in order to commence their Orders. Further work being undertaken to restart individual placements with three placement providers (in the first instance), in order to increase access to the service and reduce the number of outstanding Unpaid Work hours.

Evidence	Available – detail source	Comments: what does the evidence tell you about different groups who may be affected?
		Service restart has allowed a small reduction to the number of outstanding Unpaid Work Hours.
Data on socio-economic disadvantage e.g. low income, material/area-based deprivation.	SWIFT, reports submitted to Social Work Scotland (monitoring the impact of Covid-19 on Unpaid Work Services nationally) and Scottish Government	Recognition that lockdown and ongoing restrictions have disadvantage people subject to Community Payback Orders with Unpaid Work Requirements, as they were unable to complete any hours during lockdown and although the service restart has allowed people access to the service, the ongoing restrictions continue to negatively impact of people being able to complete their hours. People will also be financially recompensed, if appropriate and will be provided with PPE as required. Also has had a negative impact on the community organisations, charities and projects that we supported prior to lockdown.
Data on equality outcomes	SWIFT, Social Work Scotland and Scottish Government	Emergency decision due to the timelines of lockdown. The Government are currently considering varying unpaid work hours, which would reduce the number of outstanding hours. Data would indicate that both locally and nationally, the temporary suspension of service due to Covid-19 restrictions impacted negatively on people subject to Community Payback Unpaid Work, to complete their Orders. The service restart, albeit on a reduced basis, as restrictions remain in place has allowed us to begin to reduce these outstanding hours. Additionally, the proposed restart of individual placements will also positively impact on reducing the number of outstanding hours.
Research/literature evidence	SWIFT Reports, information provided to Social Work Scotland (monitoring the impact of Covid-19 on Unpaid Work Services nationally)	Indicates that nationally there are significantly high numbers of outstanding Unpaid Work hours to be completed. While the Government is considering varying unpaid work hours, the service restart has allowed us to begin to reduce the number of outstanding hours, albeit of a small scale.
Public/patient/client experience information	Order completion questionnaires and beneficiary feedback	At the completion of each Order, service users are asked to share their views about the experience of being on a Community Payback Order, Unpaid Work and other Activity requirement. Similarly, beneficiaries are invited to provide feedback. Historically feedback is very positive and service user and beneficiary experience and contributes to service improvement. Feedback will continue to be gathered and questionnaires will be amended to reflect the current situation.
Insight from public / service user engagement	Order Completion Questionnaires and beneficiary feedback	As above.
Evidence of unmet need	SWIFT and information provided to Social Work Scotland (monitoring the impact of Covid-	Decision to temporarily suspend the service, impacted negatively on people's ability to complete their Unpaid Work hours. The service restart has allowed us to begin to reduce the number of outstanding hours.

Evidence	Available – detail source	Comments: what does the evidence tell you about different groups who may be affected?
	19 on Unpaid Work Services nationally)	
Good practice guidelines	National and Local Guidance/Procedures	<p>National Guidance -</p> <p>National Outcomes and Standards for Social Work Services in the Criminal Justice System Criminal Justice Social Work Reports and Court Based Services Practice Guidance</p> <p>Community Payback Order: practice guidance</p> <p>Local Procedures</p> <p>Criminal Justice: Social Work Report</p> <p>Criminal Justice: Assessment and Management of Risk</p> <p>Criminal Justice: Unpaid Work by Offenders</p> <p>Criminal Justice: Unpaid Work – Assessment and Management of Risk in the Workplace</p> <p>Criminal Justice: Section 27 Payments</p>
Carbon emissions generated/reduced		N/A
Environmental data		N/A
Risk from cumulative impacts	SWIFT, Social Work Scotland and Scottish Government	People subject to Community Payback Orders with Unpaid Work and Other Activity Requirement have been unable to complete their hours. Our inability to provide this service will further compound this issue and could result in people not being able to comply with their Court Orders. This is a national issue.
Other (please specify)	NA	N/A
Additional evidence required?	No	The issue to suspend the service temporarily was because we could not provide this safely in the existing service delivery, which was primarily in groups, with people being transported by staff in vehicles. Both the groups and vehicles did not comply with Scottish Government and Public Health restrictions. The relaxation of restrictions allowed the service to redesign the delivery method in order to restart the service on a reduced basis, which was both safe for service users and staff.

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> <ul style="list-style-type: none"> • People subject to Community Payback Order with Unpaid Work Requirement and Other Activity have been given an opportunity to restart/commence work and complete their Orders within the Court mandated timescale and payback to the community. The service is being provided 7-days per week. This mitigates against any Equality and Health and Well-being issues. • The Scottish Courts and Tribunal Service can now impose Community Payback Orders for new cases being heard in Court, offering justice to victims of crime. This mitigates against any Equality issues. • Support to beneficiaries, including local charities/projects, community groups and organisations can be restarted. The work with beneficiaries such as work in community gardens, older people’s home gardens, headstones repairs and bicycle repair/recycling, improves the community environment and positively impacting on Health and Wellbeing. <p>Negative –</p> <ul style="list-style-type: none"> • Service restart is reduced due to ongoing restrictions, therefore likely to be: <ul style="list-style-type: none"> ➢ some delays to new/existing Orders being commenced/completed as the service is not able to offer the same amount of daily hours that were available pre-Covid; ➢ impact on the numbers of people being able to access groups delivered within our workshops and the numbers of people being able to access individual placements provided by local charities/projects, community groups and organisations; • Induction can only be provided from one workshop as a result of IT issues, therefore for some people, there will be additional travel, which will be mitigated by giving people travel time, where appropriate. • Reduced access to UPW opportunities, may negatively impact on people’s Health and Wellbeing due to not being able to complete the hours ordered by the Court, within the required timescales. <p>All Equality and Health & Wellbeing issues will be mitigated by ongoing communication with service users, Scottish Courts and Tribunal Service by Unpaid Work staff.</p> <ul style="list-style-type: none"> • Reduced service may impact on the level of support the service can offer to local charities, projects, community groups and organisations. Equality and Health & Wellbeing issues will be mitigated by ongoing communication with local charities, projects, community groups and organisations by Unpaid Work Staff. 	<p>Affected populations</p> <p>All people subject to a Community Payback Order with Unpaid Work Requirement and Other Activity, although there are higher numbers of men subject to these Orders, people with protected characteristics as described in Section 2 are also subject to these Orders; Scottish Courts and Tribunal Service; Victims of Crime and Beneficiaries, including local charities/projects, community groups and organisations aimed at supporting those: who are on low income, who live in areas of deprivation, unemployed, in receipt of benefits, lone parents, vulnerable families, older people, people with disabilities and children/young people.</p>

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive – No direct impacts	NA
Negative – No direct impacts	

Economic including socio-economic disadvantage	Affected populations
<p>Positive –</p> <ul style="list-style-type: none"> For people subject to Community Payback Order with Unpaid Work Requirement and Other Activity, work provides meaningful activity, opportunities to learn new skills, which could result in better employment opportunities, thus reducing socio-economic disadvantage and financial hardship. For those people in employment, UPW will be offered outwith people's working hours to ensure that they are not further disadvantaged. For those people who meet the criteria, financial recompense for bus travel will be provided, so as to avoid further negative financial impact. The work undertaken by people subject to subject to Community Payback Order with Unpaid Work Requirement and Other Activity also benefits the local community for example work in community gardens, older people's home gardens, headstones repairs and bicycle repair/recycling, thus improving the community environment. Local organisations, charities and projects with whom we worked prior to lockdown on projects, will be supported, albeit on a reduced basis, therefore benefitting local communities, reducing socio-economic disadvantage and affording greater access to services. <p>Negative – Given current restrictions it will not be possible to support all the local organisations, charities, community groups and projects we worked with prior to lockdown. However, we will continue to engage with these organisations as the service restart expands and we can move towards providing support through Unpaid Work once more. This will be mitigated by ongoing communication with local charities, projects and organisations by Unpaid Work Staff</p>	<p>All people subject to a Community Payback Order with Unpaid Work Requirement and Other Activity, although there are higher numbers of men subject to these Orders, people with protected characteristics as described in Section 2 are also subject to these Orders; Scottish Courts and Tribunal Service; Victims of Crime and Beneficiaries, including local charities/projects, community groups and organisations aimed at supporting those: who are on low income, who live in areas of deprivation, unemployed, in receipt of benefits, lone parents, vulnerable families, older people, people with disabilities and children/young people.</p>

8. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human right, including socio-economic disadvantage, environmental and sustainability issues be addressed?

All aspects of the service is carried out by staff employed by City of Edinburgh Council.

9. Describe 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?

Prior to and during lockdown, staff kept in regular contact with people who were on Community Payback Orders with Other Activity requirement and also those organisations,

charities and projects with whom we worked, taking into account their particular communication requirements, including use of information being translated into different languages, Braille, large print, and various computer formats. All of these methods will be used, as required, to communicate service changes/requirements/expectations.

- 10. 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.

- 11. What, if any, actions are recommended in response to the impacts identified above?** This can include keeping the proposal under review, gathering more data, or specific actions to mitigate identified impacts.

Specific actions (as a result of the IIA which may include responding to financial implications, mitigating negative impacts, action to manage the risk of cumulative impacts)	Who will take them forward (name and job title)	Deadline for progressing	Review date
Continued communications with service users, organisations, charities and projects in order mitigate any negative impacts/risks of changes as a result of reduced restart of service delivery.	Val Lawrie, Sector Manager Groupwork Services and William Birse, Community Payback Unpaid Work Manager	In progress from 23/3/20	Ongoing
Continued liaison with Social Work Scotland and Scottish Government , regarding national issues and developments.	Val Lawrie, Sector Manager Groupwork Services and William Birse, Community Payback Unpaid Work Manager	In progress from 23/3/20	Ongoing

- 12. Are there any negative impacts in section 7 for which there are no identified mitigating actions?**

No.

- 13. How will you monitor how this proposal affects different groups, including people with protected characteristics?**

This is a restart of an existing service and will allow all new service users to commence Community Payback Order with Unpaid Work and Other Activity Requirement. We will resume using our existing processes and procedures to ensure that our service is accessible to all those who are subject to these Orders. This will include ensuring that each person has an allocated Unpaid Work supervisor who will be responsible for supporting the person to complete their Order. In addition, feedback will be gathered from both service users and beneficiaries regarding their experience to monitor and reduce any negative impact of this proposal and take action as required.

14. Sign off by Head of Service

Name : Jackie Irvine

Date : 03 11 2020

15. 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