

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 proposal

Consultation Policy

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

The new policy will formalise the Council's existing consultation framework, embed a training approach that builds the skills and capacity of colleagues and establish a process of signoff for key / significant consultations. This would be managed by an officer group but, where needed, signoff would be escalated to Council Leadership Team (CLT).

The policy will improve oversight of consultations and allow the organisation to better manage its risks, resources and strategic planning. It will also detail standards that consultation activity must meet to demonstrate how stakeholders are involved in the shaping of proposals and decision-making, and that the process is fair and effective.

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

A Consultation User Workshop was facilitated on 27 May 2019. Members of this workshop were colleagues from across the Council, who had all recently undertaken a consultation and their views and ideas were sought on the current process and proposals for the development of the policy.

A Consultation Policy Sounding Board was set up to help shape the policy, supporting criteria and standards for consultation. The group met on a monthly basis. All members of this sounding board have attained their Advanced Practitioner Certificate from the Consultation Institute.

Initial briefings on the proposed policy have been provided to council leadership team, senior management teams, localities and services who consult frequently. Briefings for the Council leader, Deputy Leader, convenors and elected members are currently postponed due to Covid-19 but will be rearranged as appropriate.

No public involvement in the development of the policy has taken place to date. However, as part of the policy, it is advised that colleagues undertaking consultation

should ask respondents their views on the process and that this feedback is used to evaluate the current process and improve future consultation activity.

4. Is the proposal considered strategic under the [Fairer Scotland Duty](#)?

No

5. Date of IIA

Wednesday 13 May 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
Emma Candy	Senior Policy & Insight Officer	07/11/2019
Scott Donkin	Lifelong Learning Service Manager	
Julie Dickson	Policy & Insight Officer	
Richard Thrall	Senior Change & Delivery Officer	

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	Consultation Hub Evidence on Edinburgh population: Edinburgh by Numbers EPS 2018 Census 2011	<p>Consultation Hub user data indicates that 152 colleagues have registered to use the system; with 132 active and 81 logging into the system in the past year (Apr19-Apr20). Place Directorate has the highest number of registered users.</p> <p>EBN provides Edinburgh population stats, including projections until 2041. Projections show aging population and increase in dependency rate. Migration has been the main driver of population growth since 2008.</p> <p>EPS provides demographic and resident perception data. Census 2011 provides more information on the characteristics of Edinburgh’s population.</p>
Data on service uptake/access	N/A	See above – user data. However, this only provides data for online consultation and not for other offline consultation methods.
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	EBN / EPS	<p>20% of working age population is economically inactive – with 4.9% wanting a job / unemployed.</p> <p>3% of Edinburgh population are invalid/disabled and not in work, 4% looking after children/home and 1% carers.</p> <p>In 2018, the average hourly pay in Edinburgh was £15, at least £1 higher per hour than seven other major UK cities. However, an estimated 14% of workers earned less than the Scottish Living wage of £9.00 per hour.</p> <p>2021 data now shows the average wage at £15.27 for Edinburgh, £1 higher than six other major UK cities.</p> <p>Approximately 37,000 Edinburgh workers are paid less than £9.50 ph,</p>

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
		the current threshold set by the Living Wage Foundation.
Data on equality outcomes	N/A	
Research/literature evidence		
Public/patient/client experience information	Feedback from workshop	Colleagues would like practical, standards that are supported by governance to help them challenge resistance and carry out activity.
Evidence of inclusive engagement of people who use the service and involvement findings		Workshop held with colleagues who recently carried out a consultation. Sounding Board was created to help develop the policy – members all had their APC from the Consultation Institute.
Evidence of unmet need		The creation of the consultation policy will strengthen the Council's governance of consultation, support staff to conduct effective consultation and highlight our duty regarding equalities and human rights.
Good practice guidelines	Consultation Framework National Standards of Community Engagement	Existing toolkit for colleagues to support them with carrying out consultations, ensuring consistency and best practice across the Council. The National Standards for Community Engagement are good-practice principles designed to support and inform the process of community engagement and improve what happens as a result.
Carbon emissions generated/reduced data	N/A	
Environmental data	N/A	
Risk from cumulative impacts	N/A	
Other (please specify)	N/A	

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected?
Additional evidence required	N/A	

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> <p>The policy will ensure a consistent approach to consultation activity that promotes equality of opportunity by identifying relevant affected stakeholder groups during the planning process and making appropriate methods and opportunities available to individuals to share their views and inform decision-making.</p> <p>Throughout the policy and framework, reference is made to our equalities and rights responsibilities and our legal duty to evidence that we have consulted with and taken account of the views of people with protected characteristics.</p> <p>Guidance is provided for colleagues with links to our dedicated Equalities orb pages, Equality, Diversity and Rights Advisers and consultation groups and networks. It also covers effective communication methods.</p> <p>In addition, the quality standards associated with the policy draw from the National Standards of Community Engagement.</p> <p>Negative</p> <p>No negative impacts identified</p>	<p>Affected populations</p> <p>All</p>
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<p>Environment and Sustainability including climate change emissions and impacts</p> <p>Positive</p> <p>The policy will enhance the Council’s ability to understand and evidence citizen perceptions and priorities. This will enable services to understand citizen and community needs, adapt and be delivered more efficiently.</p> <p>Negative</p> <p>No negative impacts identified</p>	<p>Affected populations</p> <p>All residents; services</p>
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<p>Economic including socio-economic disadvantage</p>	<p>Affected populations</p>
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<p>Positive</p> <p>As stated above, the consultation policy promotes equality of opportunity by identifying relevant affected stakeholder groups during the planning process and making appropriate methods and opportunities available to individuals to share their views and inform decision-making.</p> <p>Negative</p> <p>No negative impacts identified</p>	
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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?

N/A

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.

As part of the communications plan, briefings will be offered to CLT, SMTs and service areas on the new policy, supporting process and training provision. Existing internal communication channels will also be utilised to promote the new policy and raise awareness.

Briefings will be offered to each of the political groups and specific sessions for Convenors and Vice Convenors who play a more immediate role in consultation and engagement.

Drop-in sessions will be held across Council locations for staff to find out more about the new policy and seek advice on future consultation work. If Covid-19 prevents this, then options for an online drop-in clinic will be explored.

The orb pages will be updated to reflect the new policy and process and allow colleagues to easily access the policy document and framework contents.

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.

N/A

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

14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?

No

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

As part of the policy, it is proposed that future consultation activity asks about any impact on equality outcomes and action required.

In addition, good practice includes consultation owners asking respondents their views on the consultation process and using this feedback to evaluate their existing process, share lessons learned and improve future consultation activity.

16. Sign off by Head of Service/ NHS Project Lead

Name Paula McLeay, Head of Policy and Insight

Date 02/11/2021

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