

Integrated Impact Assessment – Summary Report

1. Title of proposal

- 1.1 Statutory Review and Amendment of the Scheme for Community Councils and Boundaries of Community Councils.

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

- 2.1 The City of Edinburgh Council Scheme for Community Councils and the Boundaries of Community Councils will potentially change following the review and amendments approved by the City of Edinburgh Council.

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

3.1. Pre-statutory Consultation

- 3.1.1 A pre-statutory consultation period concluded on 1 September 2023. This included three drop-in sessions, with one held virtually, an online questionnaire and invitations to provide written feedback. The feedback received was reviewed and shaped the parameters of the statutory consultation.

3.2. Phase 1 - Statutory Consultation

- 3.2.1 Phase 1 of the statutory consultation period ran from 28 September 2023 to 8 December 2023. A statutory notice was published in the local press and public notices were placed in Waverley Court and the City Chambers at the start of the consultation period and all Community Councils were notified directly. The Scheme and Boundaries were uploaded for comment on the Council's Consultation Hub website and also made available upon request to the Governance Team.

3.3 Phase 2 - Statutory Consultation

- 3.2.1 Phase 2 of the statutory consultation period ran from 19 February 2024 to 3 May 2024. The draft Scheme and Boundaries were uploaded for comment on the Council's Consultation Hub website and also made available upon request to the Governance Team. Officers also held drop-in sessions in each locality and at the City Chambers and Waverley Court

3.4 Phase 3 – Statutory Consultation

3.4.1 Phase 3 of the statutory consultation period ran from 10 July 2024 to 21 August 2024. The draft Scheme and Boundaries were uploaded for comment on the Council’s Consultation Hub website and also made available upon request to the Governance Team. Officers held in person drop-in sessions in different locations in the City and offered virtual sessions online or individual meetings to afford opportunities to provide feedback. Feedback was also invited in person, by email, writing or telephone too.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

4.1 Yes.

5. Date of IIA

5.1 The initial interim IIA meeting was on the 14 December 2023, followed by a second meeting on the 16 January 2024.

5.2 The final IIA was held on 2 September 2024.

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Richard Thrall (Chair)	CEC Governance Officer	7/11/19
Louise Galloway	CEC Governance Officer	21/11/23
Martin Scott	CEC Governance Officer	28/08/24
Chris Peggie	CEC Governance Officer	21/11/23
Heather Williams	Training Lead -Scottish Women's Budget Group	
Lucy Pearson	CEC - Lead Officer – Equalities	
Annette Smith	Chair, SPARC Network	

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 and to the environmental impacts of your proposal
Data on populations in need	<p>Edinburgh by Numbers</p> <p>Localities profile search tool</p>	<p>Edinburgh is the fastest growing city in Scotland, with more than 50,000 new residents expected over the next 20 years. While this represents a sign of the city's success, it does bring real pressure on city communities, on housing, and on the city infrastructure.</p> <p>Edinburgh has one of the highest skilled, highest paid populations of any city in the UK.</p> <p>The sources of data evidence that inequalities exist within Edinburgh between different localities and neighbourhoods within them. The evidence sets out:</p> <ul style="list-style-type: none"> • Population • Housing • Employment • Education • Income • Benefits • Health and disability • Lifestyle • Crime <p>The evidence in these data sources sets out population demographics, social deprivation and educational achievement.</p>

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on service uptake/access	<p>Experience from Community Council participation/membership and engagement with the City of Edinburgh Council.</p> <p>Scottish Household Survey</p>	<p>Current representation on Community Councils indicates that groups within their communities, and Edinburgh as whole, are not taking the opportunity to participate in Community Councils.</p> <p>The SHS found that 43% of adults in Edinburgh “would like to be more involved in the decisions my council makes that affect my local area” (44% in 2021 and 39% in 2020).</p>
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	<p>Localities profile search tool</p> <p>SIMD (Scottish Index of Multiple Deprivation)</p> <p>End Poverty in Edinburgh Annual Report 2022</p> <p>End Poverty in Edinburgh Annual Progress Report 2023</p>	<p>Individuals within areas of Edinburgh that are disadvantaged because of socio-economic circumstances and/or lack resources find that this inequality creates barriers to their participation in Community Councils. This is reflected in the SIMD in that the most deprived communities continually find it difficult to establish and sustain community councils.</p> <ul style="list-style-type: none"> • The latest available data shows that an estimated 17% of people in Edinburgh were living in poverty in the period to 2022, including 20% of all children. • Higher risk of poverty is faced by women, particularly when they are lone parents or young mothers, more likely to experience ‘very deep’ poverty and food

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		<p>insecurity because of a lack of money, more likely to be in low paid, part time or insecure work, and more likely to reduce paid work to allow for caring responsibilities.</p> <ul style="list-style-type: none"> • Disabled people experience additional barriers to employment and fair work, as well as a pay gap, challenges in education that make it harder to gain the same skills and qualifications as non-disabled people, as well as higher living costs (arising from specialist equipment, transport costs and energy costs) • Black and minority ethnic people in Scotland fare worse in the labour market than white counterparts in terms of pay, employment, in-work poverty, and income security. Minority ethnic households also have higher housing costs due to being disproportionately represented in the private rented sector. • More than 25% of Black and Minority Ethnic working adults spend over a third of their income on housing compared to just over 10% of white workers. • There are wide inequalities in child

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
		poverty risk across small areas in Edinburgh. At an Edinburgh electoral ward level, children who live in areas such as Sighthill/Gorgie or Liberton/Gilmerton are five times more likely to grow up in poverty than children who grow up in Morningside.
Data on equality outcomes	‘Hard to reach’ or ‘easy to ignore’? Promoting equality in community engagement	Details the different people who fall within protected characteristics and equality groups that face existing barriers to their participation. This can be low levels of literacy, physical accessibility, second language and discrimination against them.
Research/literature evidence	Strengthening Community Councils	Details how community councils can contribute to democratic renewal in Scotland. It sets out nine recommendations to aid in the strengthening and renewal of Scottish community councils.
Public/patient/client experience information	A three-phase statutory consultation process was undertaken.	The purpose of the consultation process is to seek and analyse the feedback provided from all sources that engage in the process.
Evidence of inclusive engagement of people who use the service and involvement findings	A three-phase statutory consultation process was undertaken.	The purpose of the consultation process is to seek and analyse the feedback provided from all sources that engage in the process.
Evidence of unmet need	No	No

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Good practice guidelines	National Standards for Community Engagement City of Edinburgh Consultation and Engagement Policy	In recognising the difficulties encountered by certain groups of citizens in Edinburgh in contributing to consultations, it is essential that steps are taken to ensure engagement is as inclusive as possible and that support is available to all individuals to enable participation.
Carbon emissions generated/reduced data	N/A	
Environmental data	N/A	
Risk from cumulative impacts	N/A	
Other (please specify)	N/A	
Additional evidence required	N/A	

8. 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>Co-option to community councils could be used as a mechanism to increase their diversity.</p> <p>Annual review of meeting times is positive. Community councils considering the timings of meeting as certain times may exclude groups e.g. meeting at nights. Locations for where meetings can impact how individuals/groups may feel about attending e.g. religious venues or in a pub. It was noted that reviews of location and timing of meetings could happen more frequently, as and when required.</p>	<p>All</p> <p>However, specific benefits to those with protected characteristics</p> <ul style="list-style-type: none"> • Age (young people and older people) • disability • marriage and civil partnership • pregnancy and maternity • race • religion or belief

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>The provision to host virtual meetings will improve the potential for people with disabilities or long-term health conditions to participate in meetings without having to overcome potential physical barriers presented by a meeting venue or situation.</p> <p>Publishing office bearer names and email addresses can be positive in terms of transparency, allows communities to see who is representing them. Providing contact details also allows members of the community to raise issues with their community council directly,</p> <p>The proposal to permit a community councillor to fulfil only one office bearer role prevents consolidation of the powers of the office bearer in a single individual. It also provides resilience for the community council as members should have experience of office bearers to be shared between them. However, the Scheme allows the Council to show discretion if required, to ensure that a community council can be formed and operate.</p> <p>It was recognised that the ability for community councils at their discretion to grant a leave of absence for over six months was beneficial.</p> <p>The Public Sector Equality Duty, and the 3 general duties, makes it explicit that community councils have a responsibility to:</p> <ul style="list-style-type: none"> • eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Equality Act 2010; • advance equality of opportunity between people who share a protected characteristic and people who do not share it; and • foster good relations between people who share a protected characteristic and people who do not share it. 	<ul style="list-style-type: none"> • sex • sexual orientation.
<p>Negative</p> <p>Through co-option of individuals to become community councillors there is the potential of cronyism to occur. This would be if individuals are co-opted from a similar part of the community and background, their views</p>	<p>All</p> <p>However, specific benefits to those with protected characteristics</p>

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>could be from a similar perspective .This could positively impact or discriminate against groups within their communities.</p> <p>The ability for community councils at their discretion to grant a leave of absence for over six months could have negative impact on those with the protected characteristic of pregnancy and maternity or disability.</p> <p>Mitigation The leave of absence for pregnancy and maternity or disability should be 12 months without involving any exercise of discretion by the community council. This will be strengthened in the Scheme and supporting guidance.</p> <p>It is naturally empowering for community councils to take ownership of their identity and choose their own name, reflect their community. Negative consequences are possible. Choosing a name that could be exclusionary or offensive to elements of their community. Not providing an accessible means for members of the community and community council to participate in the decision.</p> <p>Mitigation: The Scheme has been updated to reflect IIA feedback and include final approval of community names to the relevant Committee in the City of Edinburgh Council. There is a further section that requires any name changes during the course of a community council term to be made in writing to the Elections Manager and final approval to lie with the relevant Committee in the City of Edinburgh Council. Guidance on naming of community councils should be produced to ensure names are inclusive and welcoming.</p> <p>Virtual meetings and Hybrid meetings may result in digital and accessibility exclusion for members of the community.</p> <p>Mitigation: Virtual and hybrid meetings must be held in an accessible format with cognisance given to people with visual impairments, neurodiverse people, people with hearing difficulties and people who have English as a second language. Training on delivering accessible virtual and hybrid meetings is available.</p>	<ul style="list-style-type: none"> • Age (young people and older people) • disability • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation.

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Publishing office bearer names and email addresses - There is potential to put individuals at risk who are in need of safeguarding as their name will be in the public domain if they hold an office bearer position.</p> <p>Mitigation: The use of generic email addresses is encouraged in the scheme. The scheme to allow discretion on the publication of names if there is a safeguarding issue.</p> <p>Individuals may not feel empowered being in a new/different community council area. People from different areas may be treated less favourably if in the boundary of a different community council. There is scope for a loss of expertise and community links through changes to the boundaries.</p> <p>Mitigation A comprehensive programme promoting participation in community councils and addressing concerns will be delivered prior to the community council elections.</p> <p>A training programme will be rolled out following the community council elections and a training platform is being developed for community councillors to provide access to ongoing training.</p>	

Environment and Sustainability including climate change emissions and impacts	Affected populations
<p>Positive It was noted that virtual meetings and encouraging the use of electronic methods of notifications and updates could result in resource efficiency and reduce travel to meetings.</p>	<p>All</p> <p>However, specific benefits to those with protected characteristics</p> <ul style="list-style-type: none"> • Age (young people and older people) • disability • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation.

Environment and Sustainability including climate change emissions and impacts	Affected populations
Negative	N/A

Economic	Affected populations
<p>Positive</p> <p>If community councils are diverse then they will have a greater understanding of the needs of more diverse businesses and workplaces.</p>	<p>All</p> <p>However, specific benefits to those with protected characteristics</p> <ul style="list-style-type: none"> • Age (young people and older people) • disability • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation.
<p>Negative</p> <p>Groups on lower incomes and/or in more rural locations may find greater difficulty to travel and participate in community council meetings. Individuals who are not within the affected population categories may not consider these issues when deciding on venues and times for community council meetings.</p> <p>Mitigation</p> <p>Periodic review of meeting arrangements built into the Scheme.</p>	<p>All</p> <p>However, specific benefits to those with protected characteristics</p> <ul style="list-style-type: none"> • Age (young people and older people) • disability • marriage and civil partnership • pregnancy and maternity • race • religion or belief • sex • sexual orientation.

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?

9.1 No.

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.

10.1 A draft communication plan is being prepared, in partnership with colleagues in Communications, to inform the citizens of Edinburgh of:

- The purpose of community councils.
- The impact community councils have on their communities.
- The impacts of the proposed changes and promote membership across a diverse range of people.
- The forthcoming elections of community councils.

10.2 Officers will engage with internal and external partners such as schools, colleges, universities, libraries, The Equalities and Right Network (EaRN) etc. to communicate and promote community councils to as wide an audience as possible.

10.3 The communication plan will establish that the following requirements will need to be followed, whenever possible, when issuing information about the changes:

- Seek to keep the notifications and explanations very short and understandable
- When using any pictures/graphics they will aim to highlight the diversity of local communities in Edinburgh.
- Be written in plain English, aiming for a reading level of grade 9 using the Hemingway App.
- That the methods of communications ensure the widest accessibility.
- Communications of the changes will include directions to the Translation Service.

11. Is the plan, programme, strategy or 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. See section 2.10 in the Guidance for further information.

11.1 No.

12. Additional Information and Evidence Required

12.1 No.

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
Amend proposed scheme to reflect changes proposed during IIA.	Louise Galloway (Governance Officer), Chris Peggie (Governance Officer) and Martin Scott (Governance Officer).	09.09.24	09.09.24

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

14.1 No.

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

15.1 Conducting an anonymised annual survey of community councillors regarding diversity and participation from individuals with protected characteristics.

15.2 Reviewing the annual Engagement Reports from Community Councils that are required to evidence the actions taken to engage with their communities. The guidance to community councils will explain the importance of stating

how they have sought to engage with and promote participation to individuals from previously excluded groups.

- 15.3 The Governance Team will have ongoing discussions with external Third Sector organisations that support individuals with protected characteristics (e.g. EARN and Disability Information Scotland) to promote participation on an ongoing basis.

16. Sign off by Head of Service

Name: Nick Smith

Date: 12.09.24

17. Publication

Completed and signed IIAs should be sent to:
integratedimpactassessments@edinburgh.gov.uk to be published on the Council website www.edinburgh.gov.uk/impactassessments
Edinburgh Integration Joint Board/Health and Social Care
sarah.bryson@edinburgh.gov.uk to be published at
www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/