

**Integrated Impact Assessment Toolkit**

**Corporate Services**

**Revised August 2023**

**Contents**

**Section Page**

1. **What is Integrated impact Assessment 3**
   1. **Introduction 3**
   2. **Legal Context 3 - 4**
   3. **Definition of Policy 4**
   4. **Flow Chart 5**

**Appendix 1 - Integrated Relevance Assessment Form**

**Appendix 2 - Full Integrated Impact Assessment Form**

**Section 1 What is Integrated Impact Assessment**

* + 1. **Introduction**

West Lothian Council provides services to a diverse community and the decisions made by the council can have a profound influence on the health and wellbeing of that community.

Integrated Impact Assessment (IIA) aims to enable the council to meet its legal duties to consider equality, human rights and health when considering changes to ‘policy’ or services or implementing new policies or services. It also provides an opportunity to identify and tackle any unanticipated impacts on the wider causes of poor outcomes in our communities, such as inadequate housing, low educational achievement, low income, reliable and accessible transport, poverty, stigma and social inequality. This process will also allow the council to critically assess whether a ‘Policy’ has wider impacts beyond its intended outcomes and if it impacts differentially on different groups in our communities.

For the purposes of this toolkit the term IIA refers to both Integrated Relevance Assessment (IRA) (the screening aspect) and the full Integrated Impact Assessment unless otherwise stated.

* 1. **Legal Context**

**1.2.1 Public Sector Equality Duty (PSED)**

Section 149 of The Equality Act 2010 came into force in April 2011, introducing a new Public Sector Equality duty. The Public Sector Equality Duty (PSED) (often referred to as the ‘general duty’) requires public bodies in the exercise of their functions, to have due regard to the need to:

1. Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct
2. Advance equality of opportunity between those who share a protected characteristic and those who do not; and

3. Foster good relations between those who share a protected characteristic and those who do not

Supplementary legislation was introduced by the Scottish Government in 2012 (the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012). This legislation was introduced with the express purpose of enabling the better performance of the PSED contained in s149 (1) of the Equality Act 2010. This supplementary legislation requires Local Authorities to be proactive in meeting the general duty of eliminating unlawful discrimination, advancing equality and fostering good relations.

**1.2.2 Protected Characteristics**

The legislation requires that people are not discriminated against, harassed or victimised on the grounds of their ‘Protected Characteristic’. The Protected Characteristics are;

* age,
* disability,
* gender reassignment,
* marriage and civil partnership,
* pregnancy and maternity,
* race – this includes ethnic or national origin, nationality and also includes Gypsy/Travellers,
* religion or belief (including lack of belief),
* sex,
* sexual orientation.

Every person has one or more of the protected characteristics; therefore the Act protects all individuals against unfair treatment.

Undertaking an IIA is one way to ensure council policies meet these legal requirements.

Assessing the likely impact of our plans and services also makes good business sense, as it is important in developing any proposal to understand the needs of different population groups.

One of the main aims of the PSED is to improve transparency and accountability and this is also a priority for the Council when it comes to reporting on potential ‘policy’ changes and other equality related issues.

* 1. **Definition of Policy**

The term ‘policy’ is used throughout this toolkit and the guidance notes (separate document) and applies to policies, strategies, provisions, criteria, functions, practices, budget savings and activities, including the delivery of services.

Everything we do as a council has the potential to impact on equality, human rights and socioeconomic disadvantage and have relevance to the Public Sector Equality Duty (PSED) in the Equality Act (2010) and the corresponding supplementary ‘Specific Duties’ contained within the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012 , Fairer Scotland Duty (part 1 of the Equality Act 2010), Human Rights Act 1998 and the Child Poverty (Scotland) Act 2017, therefore Integrated Impact Assessment (IIA) should not be restricted to a review of formal ‘policy’ documents or written action plans.

* 1. **Integrated Impact Assessment Flowchart**

**Assess for Relevance**

**Is the proposed ‘policy’ relevant to equality, human rights and/or or socioeconomic disadvantage (poverty)?**

**Identify the main aims and objectives of the policy**

**Decide if the policy is relevant**

**Not Relevant**

**Relevan**t

**Not Clear**

**Exit process and provide robust evidence**

**Full IIA Required**

**Complete full IIA and develop Action Plan**

**Ensure sign off by Head of Service and Equality & Diversity Advisor**

**Submit for Review by Head of Service and Equality & Diversity Advisor**

**Incorporate any changes/amendments and resubmit for approval**

**Publish IRA/IIA once decision agreed**

**Include reference and outcome of the IIA within final report**

**Appendix 1**

#### C:\Users\archibald.maggie\Objective\objective.westlothian.gov.uk\Objects\WLC black mono (A8086140).png

#### Integrated Relevance Assessment Form

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Details of proposal | | | | | | |
| **Policy Title** (include budget reference number if applicable) | | | | | Click here to enter text. | |
| **Service Area** (detail which service area and section this relates to) | | | | | Click here to enter text. | |
| **Lead Officer** (Name and job title) | | | | | Click here to enter text. | |
| **Other Officers/Partners involved** (list names, job titles and organisations if applicable) | | | | | Click here to enter text. | |
| **Date relevance assessed** | | | | | Click here to enter a date. | |
| 2. Does the council have control over how this policy will be implemented? | | | | | | |
|  | | | | | |
| YES |  | NO |  |  | | |
| **3. The General Duty of the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:**   * **Eliminate unlawful discrimination, harassment and victimisation and other prohibited conduct** * **Advance equality of opportunity between those who share a protected characteristic and those who do not; and** * **Foster good relations between those who share a protected characteristic and those who do not**   **NB: In this section you must also consider the Human Rights Act and the key PANEL(Participation, Accountability, Non-Discrimination, Empowerment and Legality) principles of Human Rights – (further detail on what these are, are provided in the guidance document)** | | | | | |
| **Which groups of people do you think will be, or potentially could be, impacted upon by the implementation of this policy? You should consider employees, clients, customers and service users (Please tick below as appropriate)** | | | | | |
| **Age** - Older people, young people and children | | | | | Click here to enter text. |
| **Disability** - people with disabilities/long standing conditions | | | | | Click here to enter text. |
| **Gender reassignment –** proposing to undergo, undergoing or having undergone a process to reassign your sex. | | | | | Click here to enter text. |
| **Marriage or Civil Partnership** – people who are married or in a civil partnership | | | | | Click here to enter text. |
| **Pregnancy and Maternity** – woman who are pregnant and/or on maternity leave | | | | | Click here to enter text. |
| **Race** - people from black, Asian and minority ethnic communities and different racial backgrounds | | | | | Click here to enter text. |
| **Religion or Belief** – people with different religions and beliefs including those with no beliefs | | | | | Click here to enter text. |
| **Sex -**  female, male and intersex | | | | | Click here to enter text. |
| **Sexual Orientation** – lesbian, gay, bisexual, heterosexual/straight | | | | | Click here to enter text. |
| 4. Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities? Consideration must be given particularly to children and families | | | | | | |
| Socio-economic Disadvantage | | | | | Impact – please tick below as appropriate) | |
| Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing | | | | | Click here to enter text. | |
| Low and/or no wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future | | | | | Click here to enter text. | |
| Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies | | | | | Click here to enter text. | |
| Area Deprivation – where you live (rural areas), where you work (accessibility of transport) | | | | | Click here to enter text. | |
| Socioeconomic Background – social class i.e. parents education, employment and income | | | | | Click here to enter text. | |
| 5. Integrated impact assessment required? (Two **ticks (✓)** above = full assessment necessary) | | | | | | |
|  | | | | | |
| YES |  | NO |  |  | | |
|  | | | | | |
| 6. Decision rationale – if you have ticked no above, use this section to evidence why a full IIA is not required | | | | | | |
| Click here to enter text. | | | | | | |
| **Signed by Lead Officer** | | | | | Click here to enter text. | |
| **Designation** | | | | | Click here to enter text. | |
| **Date** | | | | | Click here to enter a date. | |
| **Counter Signature** (Head of Service or Depute Chief Executive responsible for the policy) | | | | | Click here to enter text. | |
| **Date** | | | | | Click here to enter a date. | |

* **No assessment required – process ends**
* **Include** adetailed summary of the decision rationale in any council reports and include a copy of the IRA with the background papers.
* **Full Assessment required – continue to Full Assessment Form**

**Full Integrated Impact Assessment Form**

|  |  |
| --- | --- |
| 1. Details of proposal | |
| Details of others involved | Click here to enter text. |
| Date assessment conducted | Click here to enter a date. |
| **2. Set out a clear understanding of the purpose of the policy being developed or reviewed (what are the aims, objectives and intended outcomes) including the context within which it will operate.** | |
| Click here to enter text. | |
| **3. Please outline any needs and/or barriers which equality groups (People with Protected Characteristics) may have in relation to this** **policy** | |
| **Age** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Disability** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Gender Reassignment –** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Marriage or Civil Partnership** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Pregnancy and Maternity** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Race** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Religion or Belief** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Sex** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **Sexual Orientation** | **What effect/difference will the policy have on people**  Click here to enter text. |
| **How do you know that**  Click here to enter text. |
| **4. Please outline any needs and/or barriers which may affect vulnerable groups falling into poverty and disadvantage in relation to this** **policy**  **Vulnerable groups may include the following;** | |

|  |  |  |  |
| --- | --- | --- | --- |
| * **Unemployed** * **Single parents and vulnerable families** * **People on benefits** * **Those involved in the criminal justice system** * **People in the most deprived communities (bottom 20 SIMD areas)** * **People who live in rural areas** * **People experiencing poverty** | * **Pensioners** * **Care experienced** * **Carers including young carers** * **People misusing substances** * **Others e.g. students** * **Single adult households** * **People who have experienced the asylum system** | | * **Homeless people** * **People with low literacy/numeracy** * **People with lower educational qualifications** * **People in low paid work** * **People with one or more Protected Characteristic** * **Veterans** |
| **What effect/difference will the policy have on people**  Click here to enter text. | | | |
| **How do you know that**  Click here to enter text. | | | |
| **5. Action Plan**  **What action/s will be taken, by whom and what is the timescale for completion** | | | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | | | |
| **What action will be taken**  Click here to enter text. | | | |
| **Progress against action**  Click here to enter text. | | | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | | | |
| **What action will be taken**  Click here to enter text. | | | |
| **Progress against action**  Click here to enter text. | | | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | | | |
| **What action will be taken**  Click here to enter text. | | | |
| **Progress against action**  Click here to enter text. | | | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | |  | |
| **What action will be taken**  Click here to enter text. | |  | |
| **Progress against action**  Click here to enter text. | |  | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | |  | |
| **What action will be taken**  Click here to enter text. | |  | |
| **Progress against action**  Click here to enter text. | |  | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |
| **Actioner Name**  Click here to enter text. | | **Action Date**  Click here to enter a date. | |
| **What is the issue**  Click here to enter text. | |  | |
| **What action will be taken**  Click here to enter text. | |  | |
| **Progress against action**  Click here to enter text. | |  | |
| **Action completed**  Click here to enter text. | | **Date completed**  Click here to enter a date. | |

|  |  |
| --- | --- |
| **6. Details of consultation and involvement**  **Who will be or has been involved in the consultation process**   1. **State which groups are involved in this process and describe their involvement.** 2. **Describe any planned involvement saying when this will take place and who is responsible for managing the involvement process.** 3. **Describe the results of the involvement and how you have taken this into account.** | |
| Click here to enter text.  Click here to enter text.  Click here to enter text. | |
| 7. Data and Information  What equality data, poverty data, research, information or other evidence has been used to inform this assessment?  (Information can include, for example, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic publications and consultants’ reports)   1. What information or other evidence has been used in the development of the policy? 2. What does research, consultation and other data or information tell you about the impact of the policy? (Describe the information and the conclusions, and state where the information can be found).   (i) Quantitative (numbers, percentages, statistical data)  (ii) Qualitative – (written/spoken words, opinions, surveys)   1. Describe any gaps in the available information, and record within section five (Action Plan Section), action you are taking in relation to this (e.g. new research, further analysis) and when this is planned. 2. **Give details of any existing local or national evidence which has been used to inform the development of your policy.** | |
| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. | |
| 8. Mitigating Actions  If the policy has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.  Note: If the policy is unlawfully discriminatory under the Equality Act 2010 and/or is having a negative impact on poverty and socioeconomic disadvantage under the Fairer Scotland Duty, you MUST identify, how the policy can be amended or justified so the Council acts lawfully.   1. How could you modify the policy to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives. 2. How could you modify the policy to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage. 3. Describe any modifications which you can make without further delay (for example, easy, few resource implications). 4. If you propose to make any of the modifications shown above, describe any potential new negative impacts on other groups in society or on the ability to achieve the aims and how you will minimise these. 5. Please describe the resource implications of any proposed modifications taking into account financial, people and property issues. | |
| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. | |
| **9. Monitoring and Review**   1. **How will the implementation and impact of the policy be monitored, including implementation of any amendments? For example, what type of monitoring will there be? How frequent?**      1. **What are the practical arrangements for monitoring? For example, who will put this in place? When will it start?** 2. **How will results of monitoring be used to develop future policies?** 3. **When is the policy due to be reviewed?** 4. **Who is responsible for ensuring this happens?**   **Please detail below** | |
| Click here to enter text.  Click here to enter text.  Click here to enter text.  Click here to enter text. | |
| **10. Recommendation and Reasoning** | |
| Implement proposal with no amendments  Implement proposal taking account of mitigating actions (as outlined above)  Reject proposal due to disproportionate impact on equality, poverty and socioeconomic disadvantage  Reason for Recommendation | |
| Click here to enter text. | |
| **Signed by Lead Officer** | Click here to enter text. |
| **Designation** | Click here to enter text. |
| **Date** | Click here to enter a date. |
| **Counter Signature** (Head of Service or Depute Chief Executive responsible for the policy) | Click here to enter text. |
| **Date** | Click here to enter a date. |

* **Integrated impact assessment completed**
* **Final assessment must be published on the council website once the decision to implement has been agreed**
* **Link must be included in “Background References” section of committee/management reports**