

**Integrated Impact Assessment (IIA)**

**Equality, Human Rights, Children’s Rights, Fairer Scotland Duty**

To ensure that the IIA process is robust, those involved in the assessment process must read the corresponding [IIA guidance](https://intranet.westlothian.gov.uk/article/82756/Understanding-Integrated-Impact-Assessment). Further information is provided on each section of the IIA to assist with thorough consideration of relevant factors and production of a fully completed IIA.

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* Completing an Integrated Impact Assessment
* Step 1 – Relevance Assessment
* Step 2 - Full Assessment (if needed)

**Completing an Integrated Impact Assessment**

This template will take you through the following steps:

1. Gather relevant data and evidence about the needs and experiences of people with protected characteristics and those vulnerable to experiencing poverty and trauma in the context of the work you are undertaking.
2. Go through the IIA relevance checklist to decide if you need to do a full assessment. If you don’t need a full assessment explain why.
3. As a group go through the IIA checklist below to think critically about how your proposal will meet the needs of and impact on different groups of people including those with protected characteristics and impact on human rights, children’s rights, and socio economic disadvantage. Consider whether further evidence is needed before making recommendations.
4. Review and record the results of your assessment and plan, take action and set review dates to address any issues identified or gaps in knowledge.
5. Publish the signed off interim or finalised IIA summary on the Council’s website within a reasonable period to comply with equalities legislation.

**STEP 1 – INTEGRATED RELEVANCE ASSESSMENT (ira)** [[LINK]](https://intranet.westlothian.gov.uk/article/82759/Step-One-Integrated-Relevance-Assessment-IRA)

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| **Proposal title (include budget reference if applicable)** |  |
| **Service Area (detail which service area and section this relates to)** |  |
| **Lead officer (name and job title)** |  |
| **Other people involved (list names, job titles and organisation if applicable)** |  |
| **Date relevance assessed** |  |

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| **Tick the boxes you think apply** | **No** | **Maybe** | **Yes** |
| Will your proposal have an impact on groups with ‘[Protected Characteristics?](https://www.equalityhumanrights.com/equality/equality-act-2010/protected-characteristics) |  |  |  |
| Will your proposal have an adverse impact on people experiencing socio economic disadvantage? |  |  |  |
| Does your proposal impact on the [human rights](https://www.echr.coe.int/documents/d/echr/simplified_conv_eng) of people? |  |  |  |
| Does your proposal impact on the [rights of children and young people](https://cypcs.org.uk/rights/uncrc/articles/)? |  |  |  |

**If you have ticked yes OR MAYBE to any of the above proceed to full IIA – STEP 2**

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| **DECISION RATIONALE** |
| If you have ticked **NO** to **ALL** of the above, please detail below why a full IIA is not required: |

**SIGN OFF IF NOT PROGRESSING TO A FULL IIA**

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| Signature (Head of Service or Depute Chief Executive responsible for the proposal) |  |
| Date |  |

**A detailed summary of the decision rationale should be included in any council reports and a copy of the IRA included with the background papers.**

**STEP 2 - FULL INTEGRATED IMPACT ASSESSMENT** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA)

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| **SECTION 1 - ABOUT THE PROPOSAL** |
| Describe the proposal, including the aims, objectives and intended outcomes. Is this a new proposal or change to current practice? Who will it affect and how will it operate?  Provide information on alternative options that are being considered. |
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| Will the proposal be carried out by contractors or suppliers? This includes fully or partially. If yes, how will you incorporate equality expectations into the contract? |
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| **SECTION 2 – EQUALITY IMPACT** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.3) |
| Please outline any effect or difference (positive and negative) this proposal will have on people with protected characteristics.  Think about the needs and/or barriers which equality groups (people with Protected Characteristics) may have in relation to this proposal.  People includes – employees, volunteers, service users and members of the public. |
| **AGE** |
| Does the proposal impact on people of a specific age?  This can be any age group – a person belonging to a particular age (for example, 32 year olds) or range of ages (for example, 18 to 30 year olds). |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |

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| **DISABILITY** |
| Does the proposal impact on people with a visible or non-visible disability?  A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **GENDER REASSIGNMENT** |
| Does the proposal impact on people who have undergone or propose to undergo a process for the purpose of reassigning their gender to one which is different to that assigned at birth? |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **MARRIAGE OR CIVIL PARTNERSHIP** |
| Does the proposal impact on people who are married or in a civil partnership or those who are not?  Marriage is a union between a man and a woman or between a same-sex couple. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **PREGNANCY AND MATERNITY** |
| Does the proposal impact on people who pregnant or have recently had a baby?  Pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **RACE** |
| Does the proposal impact on people of a specific racial group or groups?  A race is a group of people defined by their colour, nationality (including citizenship) ethnicity or national origins. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **RELIGION OR BELIEF** |
| Does the proposal impact on people of a specific religion or belief?  Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |

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| **SEX** |
| Does the proposal have a specific impact on men or women? |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |
| **SEXUAL ORIENTATION** |
| Does the proposal have a specific impact on people who are LGBTQ+?  Sexual orientation refers to whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |

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| **SECTION 3 - HUMAN RIGHTS** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.4) |
| There is a distinction in the [Human Rights Act](https://www.equalityhumanrights.com/human-rights/human-rights-act) between absolute and qualified rights. Absolute rights cannot be lawfully restricted. Absolute rights include the right to life and the right not to be tortured or treated in an inhuman or degrading way. Qualified rights include:-   * The right to respect for private and family life, home and correspondence * The right to freedom of thought, conscience and religion * The right to freedom of expression * The right to freedom of assembly and association * The right to protection of property |
| **To consider whether a restriction to a qualified right is justified, please consider the following questions:**   * **Is there a legal basis for the restriction of the right? Is it lawful?** * **Is there a legitimate aim or justification for the restriction, such as the protection of other people’s human rights, public safety, and health?** * **Is the action proportionate - is it the minimum necessary restriction of the right?**   **Please provide your response here:** |
| **How do you know that – what evidence and research have you used?** |

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| **SECTION 4 - Children’s Rights** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.5) |
| Please outline any effect or difference (positive and negative) this proposal will have on children’s rights under the [United Nations Convention of the Rights of the Child (UNCRC)](https://www.legislation.gov.uk/asp/2024/1/contents/enacted) |
| **Describe, where applicable, how specific children’s rights are impacted. Which** [**articles**](https://www.unicef.org.uk/wp-content/uploads/2010/05/UNCRC_PRESS200910web.pdf) **of the UNCRC does the proposal impact on? Here is a link to a Plain English version -** [**The Convention on the Rights of the Child - UNICEF**](https://www.unicef.org/child-rights-convention/convention-text-childrens-version) |
| **How do you know that – what evidence and research have you used?** |

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| **SECTION 5 - Socio Economic Disadvantage** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.6) |
| Please outline any effect or difference (positive and negative) this proposal which may affect people who are vulnerable to experiencing poverty and disadvantage. |
| **What effect/difference will the proposal have:** |
| **How do you know that – what evidence and research have you used?** |

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| **SECTION 6 – OTHER ASSESSMENT REQUIREMENTS** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.7) |
| Depending on the extent of any potential impact on Children’s Rights, it may be necessary for you to complete a [Child Rights and Wellbeing Impact Assessment](https://www.gov.scot/publications/childrens-rights-wellbeing-impact-assessment-guidance/documents/) See IIA Guidance for more information. |
| Many of the disadvantages faced by equality groups includes poor health and health inequalities. Consider whether it is necessary to complete a [Health Inequalities Impact Assessment.](https://www.publichealthscotland.scot/services/health-impact-assessment-hia/resources-and-guidance/hia-guidance-and-tools/) |
| The environment in which you live can have a significant impact on your life chances. Consider whether the proposal is likely to impact on the environment and whether it is necessary to complete a [Strategic Environmental Assessment](https://www.gov.scot/policies/environmental-assessment/strategic-environmental-assessment-sea/). |

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| **Section 7 – Actions to enable completion of iia** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.8) |
| If there is insufficient evidence for any of the above then agree actions in order to complete the IIA and reconvene the group. |
| **List each action, the target completion date and the actioner:** |

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| **SECTION 8 - CONSULTATION AND ENGAGEMENT** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.9) |
| It is a legal requirement to engage with communities and services users when assessing the impact of a proposal. |
| **State which groups were involved in this process and describe their involvement.** |
| **Describe the results of the involvement and how you have taken this into account.** |

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| **SECTION 9 - MITIGATING ACTIONS** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.10) |
| If the proposal has a negative/adverse impact on a particular group/s, but is still to be implemented, please provide justification for this.  Note: If the proposal 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 proposal can be amended or justified so the Council acts lawfully. |
| **How could you modify the proposal to eliminate discrimination or to reduce any identified negative impacts? If necessary, consider other ways in which you could meet the aims and objectives.** |
| **How could you modify the proposal to create or maximise the positive aspects of the proposals and to increase equality and reduce poverty and socioeconomic disadvantage.** |
| **Describe any modifications which you can make without further delay (for example, easy, few resource implications).** |
| **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.** |
| **Please describe the resource implications of any proposed modifications taking into account financial, people and property issues.** |
| **Please list mitigating actions:** |

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| **section 10 - MONITORING AND REVIEW** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.11) |
| Please state how implementation and impact of the proposal be monitored, including implementation of any amendments. What type of monitoring will there be? How frequent? |
| **Details on monitoring and reviewing impacts and mitigating actions:** |

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| **section 11 – RECOMMENDATIONS**[[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.12) | |
| **It is recommended that** **the proposal is** (Please tick one of the actions below): | |
| * Implemented with no amendments; |  |
| * Implemented taking account of mitigating actions (as outlined above); or |  |
| * Rejected due to disproportionate impact on equality, poverty and socioeconomic disadvantage, human rights and children’s rights. |  |
| **Reason for Recommendation:** | |

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| **SECTION 12 – APPROVAL** [[LINK].](https://intranet.westlothian.gov.uk/article/82761/Step-Two-Full-Integrated-Impact-Assessment-IIA#4.13) | |
| Signed by Lead Officer: |  |
| Designation: |  |
| Date: |  |
| Counter Signature (Head of Service or Depute Chief Executive responsible for the proposal): |  |
| Date: |  |

**The completed IIA must be published on the Council’s website** [**[HERE]**](https://www.westlothian.gov.uk/eqia)

**once the decision to implement has been agreed.**

**A link to the completed IIA must be included in ‘Background References’**

**section of relevant committee/management reports.**