

INTEGRATED IMPACT ASSESSMENT Guidance

A guide to Integrated Impact Assessment (IIA) for the City of
Edinburgh Council and the Edinburgh Health and Social Care
Partnership

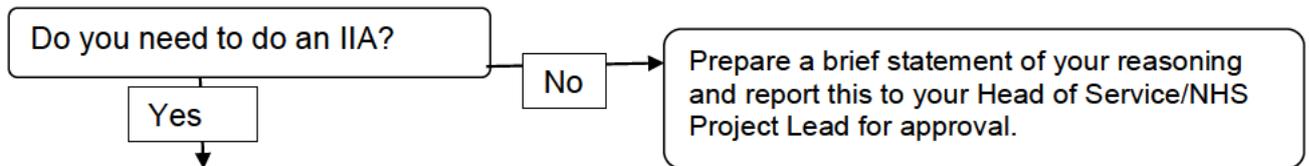
September 2024

Contents

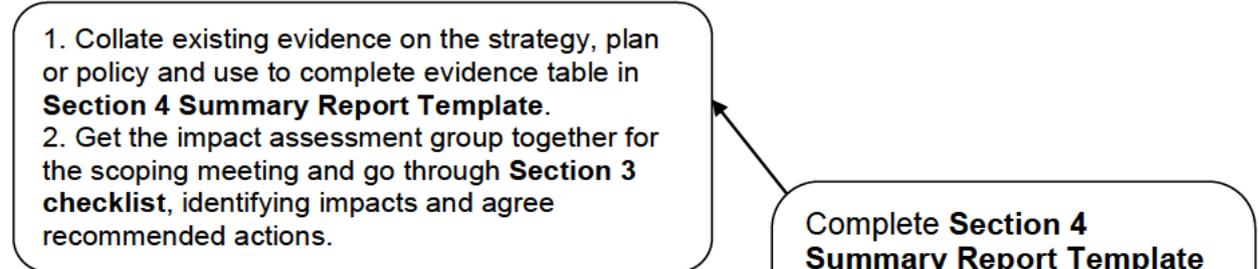
Integrated Impact Assessment – Quick Guide	3
Section 1 Integrated Impact Assessment - Overview	4
1.1 Introduction	4
1.2 Why is the Integrated Impact Assessment needed?	4
1.3 Completing an Integrated Impact Assessment.....	5
Section 2 Guide to undertaking an Integrated Impact Assessment	6
2.1 What should I impact assess?.....	6
2.2 At what stage should I do an impact assessment?	7
2.3 Who is <i>responsible</i> for doing an Integrated Impact Assessment?	7
2.4 Prepare – gather evidence	7
2.5 Carrying out the IIA – who should be involved?	8
2.6 Identifying impacts	8
2.6.1 Positive Impact	8
2.6.2 Negative Impact.....	9
2.7 Services delivered on behalf of the Public Bodies.....	9
2.8 Summary of Impacts and Recommended Actions	10
2.9 Communicating Information	10
2.10 Strategic Environmental Assessment (SEA)	10
2.11 Action Plan	11
2.12 Follow up.....	11
2.13 Sign Off, Paperwork and Publication	11
2.14 Contacts.....	12
Section 3 Integrated Impact Assessment Checklist.....	13
Section 4 Integrated Impact Assessment Summary Report Template	19

Integrated Impact Assessment – Quick Guide

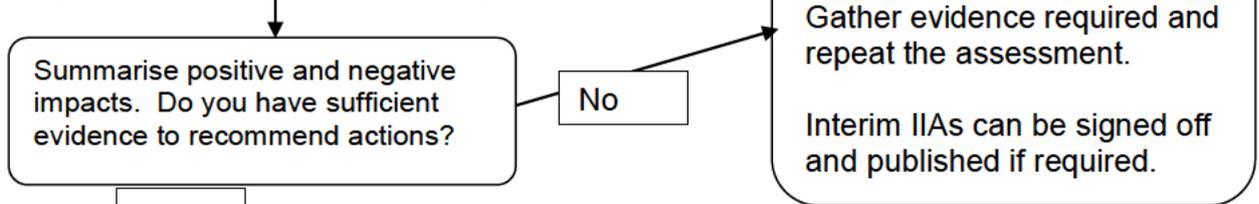
Stage 1: Identify if an Integrated Impact Assessment is needed



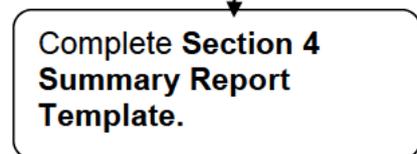
Stage 2: Undertake Integrated Impact Assessment



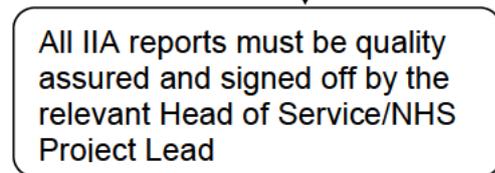
Stage 3: Consider the results of your assessment



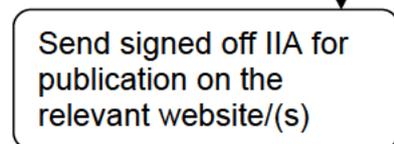
Stage 4: Report the IIA findings



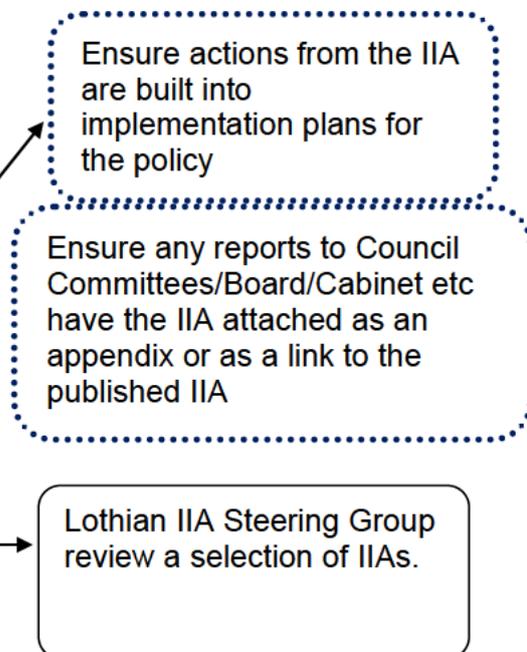
Stage 5: Sign Off



Stage 6: Publication



Stage 7: Act on the IIA



Section 1 Integrated Impact Assessments Overview

1.1 Introduction

The Integrated Impact Assessment (IIA) process and guidance has been developed by the four local Lothian authorities and NHS Lothian.

The IIA process is relevant for proposals for policies, strategies, provisions, criteria, functions, practices, budget setting and the assessment of potential savings and activities, including the delivery of services.

The [Supporting Information](#) document gives full details of the relevant legislation, as well as background information and examples.

1.2 Why is the Integrated Impact Assessment process needed?

The IIA process allows us to meet our **legal obligations** in relation to equality, socio-economic disadvantage, climate change, sustainability, the environment and human and children's rights.

Council decisions are at risk of being legally challenged in court if IIAs are not undertaken when required or if not carried out to the required standard. This could lead to delays in implementation, financial costs and reputational damage. The IIA process supports you to consider whether a Strategic Environmental Assessment (SEA) may also be required. As with IIAs, SEAs must be carried out where required and failure to do so could lead to legal challenge. Further guidance on when an SEA may be required is provided in the IIA [supporting information document](#) and also on the [Scottish Government website](#).

Once the IIA has been completed, revised appropriately, quality assured and signed off by the Head of Service and published, we will have met our legal requirements to:

- undertake an impact assessment on equality, human rights, including the rights of children and young people, the environment and climate change;
- assess against our Public Sector duties to advance equality, eliminate discrimination and foster good relations;
- have due regard to how you can reduce inequalities of outcome caused by socio-economic disadvantage, when making strategic decisions (Fairer Scotland Duty)¹;
- consider sustainability as part of the decision making process;
- identify whether a Strategic Environmental Assessment (SEA) is required;
- ensure that public services and economic decisions promote human dignity for all²;
- and publish the IIA, within a reasonable period.

¹ Your organisations should have a list of forthcoming proposals that are considered strategic under the Fairer Scotland Duty

² A human rights-based approach emphasises participation, accountability, non-discrimination, empowerment and legality. This has several benefits: upholding the rights of everyone, supporting person-centred services, helping good decision making, improving institutional culture and relationships, ensuring legal compliance and promoting best practice. For children and young people's rights include participation, provision and protection.

1.3 Completing an Integrated Impact Assessment (IIA)

Guidance on the process is given in Section 2. In summary, it involves the following:

1. **Gather relevant data and evidence** about the needs and experiences of people with protected characteristics and those vulnerable to experiencing poverty and ill health in the context of the work you are undertaking. Circulate the IIA evidence checklist to the group in advance of the scoping meeting.
2. **As a group exercise at the scoping meeting**, go through the IIA checklist at Section 3 to think critically about how your proposal will meet the needs of and impact on different groups of people including those with protected characteristics^[1] and impact on human and children's rights, sustainability and the environment. Consider how the evidence gathered impacts on your proposal or how your proposal takes this evidence into account to mitigate any potential structural or systemic issues. Consider whether further evidence is needed before making recommendations. This scoping meeting process should take no longer than two hours.
3. **Review and record** the results of your assessment and plan, take action and set review dates to address any issues identified. This helps towards meeting the specific duty in equalities legislation to mainstream equalities in all the work the public sector is involved in.
4. **Publish** the signed off interim or finalised IIA on the relevant website/s, within a reasonable period, to comply with equalities legislation. Ensure Committee reports have the IIA is attached as an appendix or as a link to the published IIA and that the equality and poverty and/or climate and nature emergency implications sections of the [committee report template](#) are completed.

^[1] Protected characteristics under the Equality Act include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation and sex.

Section 2 Guide to undertaking an Integrated Impact Assessment

2.1 What should I impact assess?

The first stage is to consider whether a full assessment is required. If you answer yes to any question in the high relevance category, then an IIA is required. If you identify that an IIA is not required, then you need to explain why/how you have reached this decision.

High Relevance	Yes/no
The proposal could potentially affect people for example in the availability, accessibility or quality of goods, facilities or services	
The proposal has potential to make an impact on equality and/or socio-economic disadvantage ³ even when this only affects a relatively small number of people	
The proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	
The proposal is likely to have a significant environmental impact	
The proposal is considered strategic and high level in the organisation	
Low Relevance	
The proposal has little relevance to equality or socio-economic disadvantage	
The proposal has negligible impact on the economy and the delivery of economic outcomes	
The proposal has no/minimal impact on the environment	

If you have identified only low relevance please give a brief statement of your reasoning and report this to your Head of Service/NHS Project Lead for approval. Please then insert the statement in the section in the relevant management or committee report.

NB You should always try to determine whether there will be a **cumulative impact** on your service users and/or staff, eg what is the impact if you make a number of changes across different proposal areas?

For further advice on checking whether you need to do an impact assessment see Section 2 in the [supporting information document](#).

³ In broad terms, socio-economic disadvantage means living on below average incomes, with little accumulated wealth, leading to greater material deprivation, restricting the ability to access basic goods and services. Socio-economic disadvantage can be experienced in both places and communities of interest, leading to further negative outcomes such as social exclusion

2.2 At what stage should I do an impact assessment?

The IIA must happen as early as possible when the proposal is clear enough to make a reasonable assessment and **before** a proposal is finalised. The assessment cannot be retrospective, or undertaken only near the end of the process. If the proposal then changes significantly, the IIA may need to be repeated.

An IIA should also be undertaken before making any changes following reviews of existing policies.

2.3 Who is responsible for doing an Integrated Impact Assessment?

The people responsible for developing a new proposal, or delivering a service are responsible for undertaking the assessment. Recent legal cases highlight that the duty cannot be delegated. The relevant Head of Service or NHS Project Lead needs to ensure an IIA is being undertaken and **must sign off the final document**.

2.4 Prepare – gather evidence

You must consider relevant evidence relating to people who share a relevant protected characteristic, including any evidence received from those people, when assessing the impact of applying a proposed new or revised policy or practice against the needs of the general equality duty, eg the need to advance equality, eliminate discrimination and foster good relations.

Evidence can come from a range of sources, both internal and external, including qualitative evidence based on lived experience of inequality. People/groups who share a protected characteristic should be represented in any consultation and engagement exercise carried out on the proposal by the service area.

As a starting point, you should focus on making best use of existing evidence and consider what gaps exist, if any. Where available ensure you consider what demographic data tells you about those who could potentially be impacted by your proposal.

If you have identified any gaps, consider involving organisations who work with people/groups who share a protected characteristic to help prioritise the gaps to be filled and how best to do this, this could include using their own research and insight.

If there are still gaps in evidence, then consider involving the Equality and Rights Network (EaRN) who may be able to commission a focus group and/or your own service area who may have access to stakeholder groups which could be used for this purpose.

Involving service users who may be affected by your proposal, can help you design services which are more appropriate and more likely to be effective and to make better use of resources. Effective involvement will ensure that equality groups and communities are involved in a meaningful way which means considering how to

involve at each main stage of the process where is it appropriate and proportionate to do so

Once you have gathered your evidence on the policy, plan or strategy and how it may affect different groups **Use Table 7 in Section 4** and **circulate the completed table to all participants in advance of the IIA scoping meeting.**

2.5 Carrying out the IIA – who should be involved?

Carrying out an IIA is a group exercise carried out at the scoping meeting, and should bring together different perspectives on the topic being discussed. At least one member of the group should have undertaken training on how to undertake an Integrated Impact Assessment. Ideally the group should include:

- the person who wrote the plan, proposal or strategy
- the person who has strategic responsibility for it
- a person who will implement it
- a person with an operational or front line perspective
- an employee representative and/or HR colleague if there will be an impact on service delivery, staffing arrangements or other workforce issues
- people with protected characteristics and/or those with lived experience of socio-economic disadvantage **where there are gaps in evidence** where is it appropriate and proportionate to do so
- support from your service area equality, diversity and rights lead or advisor

Unless in exceptional circumstances the scoping meeting should consist of **at least four people**. A named facilitator and a report writer should be agreed beforehand.

2.6 Identifying impacts

The group should get together to go through the checklist in Section 3 of this document. It is structured to allow you to consider possible impacts on different groups in the community. The [supporting information document](#) provides information on some of the issues to think about when considering the ways in which a proposal could have differential impacts on different groups.

You should consider what the evidence gathered tells you about any equality or socio-economic impact and how this evidence has been used to develop or has been taken into consideration for your proposal. For example, if the evidence shows that certain groups face barriers to accessing services, how does this impact on your proposal or how will you use this to inform your proposal

You should consider:

- what do you know about those who use the service/will be affected by the proposal
- what do you know about disadvantaged groups and how this area currently impacts on them?
- how does this proposal impact other areas of business, how could this reduce or exacerbate inequality, how could this impact on spend in other areas (increase or decreases)
- how will this impact on the Council's equality outcomes

- identify any data gaps– what don't you know about those who will be affected. This can help you think about any additional consultation that may be required

If the proposal is in relation to a budget saving or increased charges/costs, consider the following:

- how could this impact on other policy areas/departments/partners
- how could this impact on people's behaviour (will it lead to people opting out of services, or will people take action to avoid the charge and what impact will this have)
- how could this impact on unpaid care work

IIA does not remove the need for consultation which is a separate activity and should be carried out as required. Information gathered through the consultation should be used to inform the impact assessment as well as the development of the proposal.

The [supporting information document](#) contains information on the legal context and some issues to consider relating to the population groups and issues in the checklist. **Relevance** and **proportionality** should be considered when undertaking an IIA and may determine how much detail the IIA needs to have.

2.6.1 Positive Impact

Positive impacts may be different for people with one or more protected characteristic. This is permissible, but you must always be able to demonstrate that positive impacts are justifiable in law and do not amount to discrimination, direct or indirect.

For example: A targeted health improvement campaign for young men between the ages 16 to 24 would have a positive impact on this age group, compared with its impact on other age groups. It would not however have a negative impact on other age groups or women, so long as there is evidence that young men aged 16-24 were disadvantaged (an example of positive action to address a current inequality).

2.6.2 Negative Impact

An impact that does not support or hinders the achievement against the objectives identified.

For example: Holding a public meeting as part of a consultation exercise in a building that is not accessible and does not contain an induction loop system will have a negative impact on attendees with poor mobility and those who use hearing aids.

2.7 Services delivered on behalf of the Public Bodies

Public bodies cannot abdicate or delegate their responsibility for meeting the public sector equality duty by 'contracting out' functions. Where the public bodies' functions will be carried out by an external supplier, both the public body and the contractor have joint responsibility for meeting the duty. If an external organisation is carrying out functions on behalf of the public body, then you need to make sure that equality

is given due regard⁴. As part of the impact assessment, identify if any part of the service will be delivered externally and if so, consider the evidence you have gathered on equality and human rights, including children's rights and what needs to be done to address systemic and structural issues that can be built into the procurement process.

Services delivered by Public Bodies in line with statute and national guidance

Public bodies may also be required to deliver functions in relation to statutory legislation, regulations or national policy and guidance that has been issued. Whilst an impact assessment may already have been undertaken by Scottish Government at a national level, the public body should also assess how this will impact at a local level.

2.8 Summary of Impacts and Recommended Actions

Having considered the evidence and **critically considered** the potential impacts, the scoping meeting should decide whether it needs further evidence. If the evidence is sufficient the group should agree a summary of the positive and negative impacts and recommended actions using the **Summary Report Template** at Section 4. If the evidence is insufficient then the **Summary Report Template** should be marked as an interim IIA and be finalised when this evidence has been gathered.

2.9 Communicating Information

The **Summary Report Template** (section 4) asks you to consider communication issues relating to the proposal. This may include consultation and engagement about the proposal and/or about the service once it is in place, and this must be inclusive for all members of the community.

2.10 Strategic Environmental Assessment (SEA)

If the plan, programme, strategy or policy is likely to result in significant environmental effects, either positive or negative then it is likely that a Strategic Environmental Assessment (SEA) will be required and the impacts identified in the IIA should be included in this. In particular, qualifying for compulsory SEA are policy, programmes or strategies that:

- affect important designated habitats or protected species
- affect biodiversity including flora and fauna
- are likely to have any impacts in terms of cultural or natural heritage, water bodies, air quality, recognised designated landscapes or human health
- any proposal that sets the framework for future development consent of projects
- or have any other significant environmental impacts

⁴ Those organisations subject to the Public Sector Equality Duty must have due regard to its three general duties in all aspects of carrying out business decisions and day-to-day activities i.e, eliminate discrimination, advance equality of opportunity and foster good relations.

Please see sections 1.5 and 5.2 of the IIA [supporting information document](#), and also the **SEA advice and guidance** on the Scottish Government's website to help guide you on whether an SEA should be undertaken.

2.11 Action Plan

Following the scoping meeting, the person responsible for the proposal should use the recommended actions in *the Summary Report Template* (section 4) to prepare a detailed action plan and build these into the implementation of the proposal.

2.12 Follow up

The Integrated Impact Assessment should inform future monitoring of the policy. Consider what data would be helpful to collect to help inform review/monitoring and how this could be collected. The true impact of a proposal may only become clear once it is implemented or operating in practice. The person responsible for the proposal should be responsible for future monitoring.

2.13 Sign Off, Paperwork and Publication

The *IIA Summary Report Template* at [Section 4](#), should be used when reporting impact assessments. Please complete the form electronically and ensure the content is accessible by using the accessibility checker available in Word under the 'Review' tab.

The relevant Head of Service or NHS Project Lead needs to be aware that the IIA is being undertaken and **must quality assure and sign off the 'interim' or 'final' document**. If 'interim' then it is expected that the final document will also be signed off in due course.

Once completed, the *Summary Report Template* should be sent to the relevant contact(s) listed at 2.13, for publication on the relevant website/(s). Ensure Committee reports have the IIA attached as an appendix or as a link to the published IIA. It is also recommended that a copy of the completed IIA is distributed to all colleagues involved in the scoping meeting/IIA process.

For further information

[Assessing Impact and the Public Sector Equality Duty](#)

[Evidence and the Public Sector Equality Duty](#)

[Fairer Scotland Duty \(includes sources of evidence\)](#)

[Public Bodies Climate Change Duties reporting](#)

[Scottish Government Climate Change policy](#)

[Strategic Environmental Assessment Guidance](#)

2.13 Contacts

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

Section 3 Integrated Impact Assessment Checklist

This checklist should be used to structure the group discussion and will inform the final IIA. The boxes may also help you to write your ideas down before discussion within the group. For further support read the [supporting information document](#).

1. Before going through the checklist, consider what do you think will change as a result of this proposal?
2. Now consider impacts on different populations
 - Which groups will be affected? How will they be affected? What does your evidence tell you about how different groups will be affected and what does this mean for your proposal?
 - Go through the checklist below to identify how different people could be affected differentially, and possible areas of impact.

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<p>People with protected characteristics</p> <ul style="list-style-type: none"> • Older people and people in their middle years • Young people and children • 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 loss, 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 	

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<ul style="list-style-type: none"> • Care experienced children and young people 	
<p>Those vulnerable to falling into poverty: eg have low or no wealth, on low income, live in areas of deprivation, experiencing material deprivation (socio-economic disadvantage)</p> <ul style="list-style-type: none"> • Unemployed • People in receipt of benefits • Lone parents • Vulnerable families eg young mothers, people experiencing domestic abuse, children at risk of statutory measures, includes disabled adult/child, minority ethnic families • Families with a child under 1/Larger Families (3+ children) • People in receipt of pensions • Care experienced children and young people • Those leaving care settings (including children and young people and those with illness) • People experiencing homelessness • Carers (including young carers and carers with protected characteristics) • Those involved in the criminal justice system • People with low literacy/numeracy • People experiencing difficulties with substance use • Others e.g. veterans and students 	
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/semi-rural communities • Urban communities 	

Population Groups	Differential impacts (<i>how may each group be affected in different ways?</i>)
<ul style="list-style-type: none"> • Coastal communities • Business community 	
Staff <ul style="list-style-type: none"> • Full-time • Part-time • Shift workers • Staff with protected characteristics • Staff vulnerable to falling into poverty 	

3. Consider how your proposal will impact on each of the following from both an equalities, human rights and children's rights perspective.

Objectives Equality and Human Rights	Positive/negative impacts
Eliminate discrimination and harassment	
Advance equality of opportunity eg improve access / quality of services / digital access	
Foster good relations within and between people who share protected characteristics	
Enable people to have more control of their social/work environment	
Reduce differences in status between different groups of people	
Promote participation, inclusion, dignity and control over decisions	
Build family support networks, resilience and community capacity	
Reduce crime and fear of crime including hate crime	
Protect vulnerable children and adults	
Promote healthier lifestyles including: <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • difficulties with substance use • physical activity • life skills • wellbeing and mental health 	

Children's Rights

The United Nations Convention has 54 articles that cover all aspects of a child's life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to.

Please read the Summary of the United Nations Convention on the Rights of the Child for more information and consider if any of the articles and optional protocols are relevant to your proposal and record the relevant impacts and any mitigating actions.

Environmental - consider how your proposal will reduce greenhouse gas emissions, plan for and adapt to the impacts of climate change and incorporate the principles of sustainability on each of the following.

Consideration needs to be given to the specific type and nature of impact in the following areas, for example, in relation to the energy sources and construction materials used.

Objectives - Environmental	Positive/negative impacts
Address/respond to the climate crisis and reduce greenhouse gas (GHG) emissions by eg: <ul style="list-style-type: none"> • improving fuel or energy efficiency • reducing the need to travel • switching to low-carbon energy sources • reducing the need for heating or lighting 	
Plan for and adapt to the unavoidable impacts of climate change (surface water flooding, sea level rise, hotter and drier summers, milder and wetter winters) by eg: <ul style="list-style-type: none"> • installation of Sustainable Urban Drainage Systems (SUDS) in new developments • use of greenspace and nature based solutions • reducing urban creep through greening and permeable surfacing • building standards to cool and storm proof buildings 	
Increase local renewable energy generation	
Protect and enhance biodiversity	

Objectives - Environmental	Positive/negative impacts
Reduce pollution: air/ water/ soil/ noise	
Encourage resource efficiency (energy, water, materials and minerals) by eg: <ul style="list-style-type: none"> • using less material (more compact design) • promoting material reuse • procuring goods manufactured from recycled materials content • selecting local products to minimise transport emissions • using low-carbon construction materials (cement substitutes such as PFA or GGBS, sustainably sourced timber)⁵ • selecting low maintenance and durable products/materials avoiding single use plastic 	
Change in land use: <ul style="list-style-type: none"> • avoid converting wildland or greenfield to developed land, by reusing redundant buildings or repurposing brownfield sites or derelict urban land • maximise greenspaces and tree planting where possible 	
Enhance public safety eg: <ul style="list-style-type: none"> • infection control • accidental injury • fire risk 	
Protect water sources	
Reduce need to travel and promote sustainable forms of transport	
Improve the physical environment eg: <ul style="list-style-type: none"> • housing quality • public space • access to and quality of green space 	

⁵ [More information on reducing embodied carbon in construction projects](#)

Economic – consider how your proposal will impact on each of the following

Objectives - Economic	Positive/negative impacts
Improve quality of and access to services including digital infrastructure	
Cost of living including food and fuel	
Support local business	
Income from employment, eg: <ul style="list-style-type: none"> • Improve local employment opportunities • Help young people into positive destinations • Help people to access jobs (both paid and unpaid) • Improve working conditions, including equal pay • Improve literacy and numeracy 	
Income from Social Security/Benefits in kind, eg: Maximise income and/or reduce income inequality	

4. As a group agree:

- **A summary of the impacts identified**
- **Is further evidence needed to understand these impacts and make any recommendations? If so complete an interim report and agree a timescale to complete a final report.**
- **What recommended actions should you make to mitigate negative impacts and enhance positive impacts?**

This checklist has now been completed and the findings provide the basis for completed the **Summary Report Template** (Section 4).

Section 4 Integrated Impact Assessment – Summary Report

Each of the numbered sections below must be completed
Please state if the IIA is interim or final

- 1. Title of proposal**
- 2. What will change as a result of this proposal?**
- 3. Briefly describe public involvement in this proposal to date and planned**
- 4. Is the proposal considered strategic under the Fairer Scotland Duty?**
- 5. Date of IIA**
- 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

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 – where available use disaggregated data		
Data on service uptake/access		
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.		
Data on equality outcomes		
Research/literature evidence		
Public/patient/client experience information		
Evidence of inclusive engagement of people who use the service and involvement findings		
Evidence of unmet need		
Good practice guidelines		
Carbon emissions generated/reduced data		
Environmental data		
Risk from cumulative impacts		

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
Other (please specify)		
Additional evidence required		

8. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights and Children’s Rights	Affected populations
Positive	
Negative	

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive	
Negative	

Economic	Affected populations
Positive	
Negative	

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?

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.
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.

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.

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

16. Sign off by Head of Service

Name

Date

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
[REDACTED]@edinburgh.gov.uk to be published at
www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/