**UNDERSTANDING INTEGRATED IMPACT**

**ASSESSMENT**

**A guide for officers doing Integrated Impact Assessments in Dundee City Council**

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**SECTION 1 - OVERVIEW**

**THE PURPOSE OF INTEGRATED IMPACT ASSESSMENTS**

**Why we do Integrated Impact Assessments**

The decisions made by Dundee City Council can have a profound impact on the wellbeing of the people we serve and the places where they live.

Integrated Impact Assessments are how we assess whether something we are planning to recommend to Committee might have unintended consequences, including impacts on particular groups of people, on the environment in which they live, or otherwise unforeseen risks to the Council.

Carrying out an Integrated Impact Assessment does not prevent the Council from taking difficult decisions when needed (e.g. making budget savings) but it will ensure that those decisions are made in accordance with our policy objectives and on the basis of a full understanding of the implications for people, the environment and the Council. The assessment also allows us to consider any actions we can take to mitigate any negative impacts or risks we identify.

Doing these assessments well will help the Council make better decisions, improve the transparency and accountability of decision-making and reduce the risk of making bad decisions.

**Using the IIA Pre-Screening Tool to determine whether you are required to complete an Integrated Impact Assessment.**

Not every report will require an IIA, and completion of the IIA Pre-Screening Tool will help you to determine this. If you would like some support in completing the screening tool, please discuss this with your Service’s Representative on the Council’s Equality & Diversity steering Group in the first instance.

After completing the screening tool, if there is still doubt about the need for an IIA, then one should be carried out. The screening tool is accessed via Firmstep and a copy of the questions asked is included with this guidance as Appendix 1.

**Link to Report types and examples that go to Committee for Consideration**

<https://www.dundeecity.gov.uk/sites/default/files/publications/examplereports.pdf>

**When should we do Integrated Impact Assessments?**

Whenever we are recommending to Committee a significant policy, plan, strategy, new service or change to a service, including a change designed to achieve budget savings, that may:

* Affect people such as service users, customers or members of the public in general.
* Adversely affect those groups with protective characteristics as identified within equality & human rights legislation
* Significantly affect the environment or the Council’s commitment to sustainability and tackling climate change.
* Present a corporate risk to the Council - Political, Economic, Social, Technological, Environmental, Legal or Organisational.

Although the proposal being assessed will need to be sufficiently developed to enable you to undertake a proper Integrated Impact Assessment, the assessment should be done as early as possible in the planning and development process. Considering the issues set out in this guidance must be integral to the process of developing any policies, plans, strategies and service changes well before you plan to recommend them to Committee.

**What makes Integrated Impact Assessments so important?**

We do these assessments for legal, business and moral reasons, to:

* Meet our duties under legislation such as the Equality Act, Human Rights Act, Fairer Scotland Duty, Child Poverty Act and Climate Change Act.
* Improve our plans, strategies, policies and decisions and make sure they are fit for purpose, take account of our policy priorities and have considered any impacts on people or the environment and any risks they pose to the Council.
* Ensure we have considered how our proposals might affect particular groups of people differently, and that, where possible we have identified measures which will mitigate any negative impacts or risks and enhance any positive impacts or opportunities.

**Doing the Integrated Impact Assessment**

Carrying out the assessment must be an integral part of developing the proposal you plan to put to Committee. It must be done before the proposal is finalised to ensure that equality and diversity, fairness and poverty, environmental and corporate risk implications have been fully considered in the process of developing your proposals.

We have developed a tool which takes you through a series of statements about all the issues that you need to consider. The tool can be accessed via Firmstep for recording your responses and an IIA preparation template is included with this guidance as Appendix 2. The tool helps you to think about and set out:

* What will actually change?
* Who will be affected by the change?
* Will any groups of people be affected more than others?
* How will the proposal impact on them? This might involve cumulative impacts if a number of the groups affected (e.g. people with disabilities, in poverty or from particular ethnic groups) overlap or interconnect to create further disadvantage, or if a number of relatively small changes combine to have a big impact on a particular group?
* Will there be any impact on the environment? How does the proposal fit within the Council’s commitment to tackle climate change? What impact will it have on Resource Use and Sustainable Procurement, Waste, Energy, Transport, Natural Environment, Air, Water and Land Quality, Biodiversity, Open and Green Spaces, Built Environment?
* Does the proposal pose any risks to the Council?
* What evidence of possible impact do you need before finalising your proposal?
* If the proposal has a negative / adverse impact on any of the topics covered by the integrated impact assessment, but you still propose to recommend it to Committee, you need to provide a justification for this. Are there perhaps other ways you could achieve the desired aims and objectives without causing these impacts? If not, can you modify the proposal to eliminate unintended discrimination, reduce any identified negative impacts or maximise any positive aspects of the proposal?

Your assessment should not say there is ‘no impact’ where you have identified possible negative impacts but feel you have included actions to mitigate these. You should clearly state both the negative impacts and the mitigating actions you are proposing to counter these.

Once you have completed the assessment, including any revisions and having it signed off by the relevant senior manager, you can save the generated document and should then add it as an appendix to your Committee Report.

**Writing the Committee Report**

All of the Council’s Committee reports include a section called Policy Implications. This is where you should record whether or not you carried out an Integrated Impact Assessment and, if so, what the outcome was.

**Wording for Committee Report where Full IIA is not required:**

*This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.*

**If the report does impact on strategy, policies, procedures, services, or funding, then an IIA is required to identify any impact on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk.**

**If the IIA identifies no impact on any of the relevant issues then your report should say:**

*This report has been subject to an Integrated Impact Assessment to identify impacts on Equality and Diversity, Fairness and Poverty, Environment and Corporate Risk. No impacts on these issues, positive or negative, were identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment is included as an Appendix to this report.*

**If the IIA does identify an impact on any of the relevant issues then your report should say:**

*This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of / mitigating factors for them is included as an Appendix to this report.*

**In many cases, a report to Committee is a follow-up to another report with no substantial change to policy and for these, the following wording is appropriate. The last sentence is only required if an IIA was carried out on the initial report**

*The content of this report was previously considered in report (insert report #) and remains valid. The original report was / was not (delete as appropriate) subject to an Integrated Impact Assessment. An appropriate senior manager has checked and agreed with this assessment. For follow-ups relating to initial reports agreed prior to 22/8/22 a copy of the Integrated Impact Assessment is available (where applicable) on the Council's website at* [*www.dundeecity.gov.uk/iia*](http://www.dundeecity.gov.uk/iia)*. For follow-ups relating to initial reports created after this date, a copy of the Integrated Impact Assessment is included as an Appendix to that initial report*

**OUR LEGAL RESPONSIBILITIES**

An important part of Integrated Impact Assessment is ensuring that we meet our responsibilities under some key pieces of legislation. These include:

**The Human Rights Act 1998**

This sets out the fundamental rights and freedoms to which everyone in the UK is entitled. Human rights are:

* Based on core principles like dignity, fairness, equality, respect and autonomy.
* The rights that allow us to live our daily lives freely e.g. walk down the street, speak to our friends, go to work, express our beliefs etc.

People who have benefited directly from the Human Rights Act and court decisions on the Act include victims of rape and domestic abuse, disabled people affected by welfare reform, LGBTI people and witnesses in court.

The Act sets out everyone’s human rights in a series of ‘Articles’ which cover:

* [Right to life](https://equalityhumanrights.com/en/human-rights-act/article-2-right-life)
* [Freedom from torture and inhuman or degrading treatment](https://equalityhumanrights.com/en/human-rights-act/article-3-freedom-torture-and-inhuman-or-degrading-treatment)
* [Freedom from slavery and forced labour](https://equalityhumanrights.com/en/human-rights-act/article-4-freedom-slavery-and-forced-labour)
* [Right to liberty and security](https://equalityhumanrights.com/en/human-rights-act/article-5-right-liberty-and-security)
* [Right to a fair trial](https://equalityhumanrights.com/en/human-rights-act/article-6-right-fair-trial)
* [No punishment without law](https://equalityhumanrights.com/en/human-rights-act/article-7-no-punishment-without-law)
* [Respect for your private and family life, home and correspondence](https://equalityhumanrights.com/en/human-rights-act/article-8-respect-your-private-and-family-life)
* [Freedom of thought, belief and religion](https://equalityhumanrights.com/en/human-rights-act/article-9-freedom-thought-belief-and-religion)
* [Freedom of expression](https://equalityhumanrights.com/en/human-rights-act/article-10-freedom-expression)
* [Freedom of assembly and association](https://equalityhumanrights.com/en/human-rights-act/article-11-freedom-assembly-and-association)
* [Right to marry and start a family](https://equalityhumanrights.com/en/human-rights-act/article-12-right-marry)
* [Protection from discrimination in respect of these rights and freedoms](https://equalityhumanrights.com/en/human-rights-act/article-14-protection-discrimination)
* [Right to peaceful enjoyment of your property](https://equalityhumanrights.com/en/human-rights-act/article-1-first-protocol-protection-property)
* [Right to education](https://equalityhumanrights.com/en/human-rights-act/article-2-first-protocol-right-education)
* [Right to participate in free elections](https://equalityhumanrights.com/en/human-rights-act/article-3-first-protocol-right-free-elections)
* [Abolition of the death penalty](https://equalityhumanrights.com/en/human-rights-act/article-1-thirteenth-protocol-abolition-death-penalty)

Respect for human rights should be embedded in all our policies and practices.

**The Equality Act 2010 Public Sector Equality Duty**

This requires public bodies to have due regard to the need to:

* Eliminate unlawful discrimination, harassment and victimisation.
* Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

In addition, the **Specific Duties (Scotland 2012)** requires us to:

* Assess and review policies and practices (including carrying out impact assessments) and publish them in an accessible manner.
* Publish equality information at least once a year to show how we’ve complied with the equality duty and prepare and publish equality outcomes at least every 4 years.

The protected characteristics covered by the Equality Act are:

* Age
* Disability
* Gender re-assignment
* Marriage and civil partnership
* Pregnancy and maternity
* Race
* Religion or belief
* Sex
* Sexual orientation

**The Fairer Scotland Duty 2018**

This says that inequalities of outcome caused by socio-economic disadvantage must be considered in strategic decisions. Public bodies must:

* Actively consider how they can reduce inequalities of outcome in any major strategic decisionthey make.
* Publish a written assessment, showing how they’ve done this.

Socio-economic disadvantage can be seen where people are on low incomes and struggle to afford regular payments for things such as food and fuel or to access basic services such as paying for life or house insurance, repairing / replacing broken electrical goods or taking part in leisure and hobbies, or where they may have enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spending needs and no provision for the future. Disadvantage can often be concentrated in particular geographic areas or among people who share a characteristic (e.g. disability, ethnic background, homelessness).

The ‘Fairness Duty’ gives us an opportunity to do things differently and to put tackling inequality at the heart of our decision-making.

**The Child Poverty (Scotland) Act 2017**

This gives us responsibilities in relation to reducing child poverty, with targets set for 2030 to reduce the number of children in both relative and absolute poverty, reduce the number of children experiencing both low income and material deprivation, and reduce the number of children in persistent poverty.

**The Climate Change (Scotland) Act 2009**

This places a statutory obligation on public bodies to:

* Contribute to the delivery of national targets to reduce greenhouse gas emissions (mitigate).
* Support the Scottish Government’s framework for adapting to climate change (adapt).
* Incorporate the principles of sustainability into their decisions and actions (act sustainably).

The Four Pillars of Sustainability are:

* Human sustainability - investing in health and education, access to services, nutrition, knowledge and skills etc.
* Social sustainability - investing in services that constitute the framework of our society, communities and cultures.
* Economic sustainability - improving the standard of living and economic wellbeing.
* Environmental sustainability - protecting natural resources (e.g. land, air, water, minerals) and ensuring that our needs are met without compromising the needs of future generations.

**OUR POLICY PRIORITIES**

As well as meeting our legal duties, Integrated Impact Assessments help us to ensure that any proposals we are putting to Committee advance the policy commitments which the Council has made in relation to priorities such as promoting equality, tackling poverty and ensuring sustainable development. More specific information on these is given in the detailed guidance which follows.

Assessments also allow us to ensure that the following risks to the Council have been considered and appropriate control measures have been put in place to mitigate these:

* Political / Reputational
* Economic / Financial
* Social / Safety
* Technological / Business Interruption
* Environmental
* Legal / Statutory Obligations
* Organisational / Staffing and Competence

**EXAMPLES OF COMPLETED INTEGRATED IMPACT ASSESSMENTS (IIA’s)**

**Equalities & Fairness**

[**Dundee Partnership Community Regeneration Funding For 2020/21**](https://www.dundeecity.gov.uk/sites/default/files/publications/iia95-2021.pdf)

[**Mainstreaming Equalities Report 2021-25**](https://www.dundeecity.gov.uk/sites/default/files/publications/122-2021.pdf)

[**Community Hubs – A Model for Dundee**](https://www.dundeecity.gov.uk/sites/default/files/publications/iia_241-2020.pdf)

[**Dundee City Council Domestic Abuse Policy**](https://www.dundeecity.gov.uk/sites/default/files/publications/276-2020_-_iia_-_domestic_abuse_policy.pdf)

[**Dundee Alcohol & Drug Partnership Action Plan**](https://www.dundeecity.gov.uk/sites/default/files/publications/21-2020_-_iia_dundee_alcohol_and_drugs_partnership_action_plan.pdf)

**Environment**

[**Tackling Climate Emergency through Partnership Action**](https://www.dundeecity.gov.uk/sites/default/files/publications/iia_for_report_254-2020_climateplan.pdf)

[**Public Bodies Climate Change Duties - Annual Report 2019/20**](https://www.dundeecity.gov.uk/sites/default/files/publications/iia_for_report_255-2020_pbccd.pdf)

[**Dundee Biodiversity Action Plan 2020-2030**](https://www.dundeecity.gov.uk/sites/default/files/publications/14-2020_-_iia_-_dundees_biodiversity_action_plan.pdf)

**MORE DETAILED GUIDANCE**

This section has aimed to introduce the concept of Integrated Impact Assessment and give you an overview of the key issues you need to consider. More detailed guidance is set out in the sections which follow.

**SECTION 2 - EQUALITY AND DIVERSITY**

"Equality is about creating a fairer society where everyone can participate and has the opportunity to fulfil their potential. No one should be denied opportunities because of differences such as their race or ethnicity, their disability, their gender or sexual orientation, their age or religion". (Scottish Government).

Common experiences of people experiencing inequality include restricted access to employment, goods and services; under-representation in senior positions in work, professions and business; under‑representation in political and public life; experience of direct, indirect and institutional discrimination; and experience of abuse and violence.

Equality needs to be progressed together with Diversity - there is no equality of opportunity if difference is not respected and valued. Diversity is about positively striving to meet the needs of different people - for example, men and women, young and old people, people of different races, disabled and non‑disabled people.

The Equality Act 2010 places a duty on public authorities to pay due regard to the need to:

* Eliminate discrimination, harassment, victimisation or any other prohibited conduct.
* Advance equality of opportunity by removing or minimising disadvantage, meeting the needs of particular groups that are different from the needs of others and encouraging their participation in public life.
* Foster good relations between people who share a protected characteristic and those who do not.
* Ensure that decisions are made in such a way as to minimise unfairness, and do not have a disproportionately negative effect on people because of one or more protected characteristic.

These duties apply across the ‘protected characteristics’ of age, disability, gender re-assignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. Only the requirement to eliminate discrimination applies to the protected characteristic of marriage and civil partnership. Below are some of the particular issues which can affect people in these groups:

**Age**

People can be unfairly treated based on assumptions and stereotypes related to their age. Both younger and older people can share similar issues such as unemployment, reduced or low income, not being listened to and not being valued.

Age issues for older people may also include:

* Living in a safe community
* Loneliness and social isolation
* Disability - mobility issues
* Affordable, accessible transport
* Access to local facilities including care provision
* Caring for a partner or elderly relative

Age issues for younger people may also include:

* Media bias and negative stereotyping
* Lack of involvement in community problem solving
* Not being involved in decisions that will affect them
* Discrimination through business practices (e.g. must be accompanied by an adult)

**Disability**

Disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities. Disability includes mobility, dexterity, hearing, speech or vision impairments along with "hidden" conditions such as epilepsy, diabetes, dyslexia, mental health problems and mental illness. Cancer, HIV infection and Multiple Sclerosis are deemed disabilities under the Act from the time of diagnosis.

People with a disability face many issues and barriers, including:

* Loneliness and social isolation
* Health and community care support
* Access to education/leisure opportunities
* Mobility and transport
* Access to information - need for alternative formats
* Accessible buildings and services
* Feeling safe and secure
* Participation in public life
* Low incomes/reduced employment opportunities
* Social stigma

**Gender Re-assignment**

Gender refers to socially constructed roles, behaviours, activities, and attributes, denoted by terms such as ‘masculine’ and ‘feminine’ and can be different from biological sex. The term ‘gender reassignment’ applies to the process of transitioning from one gender to another. The term used in the Equality Act to describe people who intend to transition, are transitioning or have transitioned is ‘transsexual’.

The Gender Recognition Act2004 currently allows people over 18 - who can provide evidence of living in their acquired gender for two years prior and / or have been diagnosed with gender dysphoria and intend to live in their acquired gender for the rest of their life - to apply for a Gender Recognition Certificate to change their legally recognised gender.

In December 2019, the Scottish Government introduced a Draft Gender Recognition Reform (Scotland) Bill: which reforms the process by which trans people gain legal recognition of their lived gender through a gender recognition certificate. Alongside this bill, there was a period of consultation. However, further developments have since been put on hold due to the Government’s shift in focus as a result of the Covid-19 Pandemic and the Scottish Parliamentary election of May 2021.

**Marriage and Civil Partnership**

Service providers cannot treat customers less favourably, or refuse to provide them with services, on the basis that they are married to a person of the same sex or in a civil partnership, as opposed to being married to a person of the opposite sex. Recruitment and selection policies must not discriminate on the grounds of marriage or civil partnership.

**Pregnancy and Maternity**

It is unlawful for an employer to subject a woman to unfavourable treatment during the ‘protected period' defined by the Act. Protection from discrimination starts when a woman becomes pregnant. A woman is protected from unfavourable treatment because:

* She is pregnant, at any stage of the pregnancy.
* She has given birth in the past 26 weeks.
* She is breast feeding her baby. In Scotland this protection includes children up to two years old. It is also a criminal offence, in Scotland, to stop a person in charge of a child feeding that child milk in a public place.

Issues affecting pregnant women and those who have recently given birth include:

* Employment
* Attitudes to breastfeeding in public

**Race/Ethnicity**

The Equality Act says you must not be discriminated against because of your race. Race can mean your colour or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese origins and be living in Britain with a British passport.

Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race. A racial group can be made up of two or more distinct racial groups, for example black Britons, British Asians, British Sikhs, British Jews, Romany Gypsies or Irish Travellers.

**Religion or Belief**

The meaning of religion or belief in the Equality Act is broad and is consistent with Article 9 of the European Convention on Human Rights which guarantees freedom of thought, conscience and religion. Religion means any religion and includes a lack of religion. A religion need not be mainstream or well known to gain protection. However, it must have a clear structure and belief system. Denominations or sects within religions (such as Methodists within Christianity or Sunnis within Islam) may be considered a religion for the purposes of the Act.

Belief means any religious or philosophical belief (including, for example, Humanism and Atheism) and includes a lack of belief. To be protected under the Equality Act, a philosophical belief must:

* Be genuinely held.
* Be a belief and not an opinion or viewpoint, based on the present state of information available.
* Be a belief as to a weighty and substantial aspect of human life and behaviour.
* Attain a certain level of cogency, seriousness, cohesion and importance.
* Be worthy of respect in a democratic society, compatible with human dignity and not conflict with the fundamental rights of others.

Many employers find that being sensitive to the cultural and religious needs of their employees makes good business sense. This can mean making provisions for:

* Flexible working.
* Religious holidays and time off to observe festivals and ceremonies.
* Prayer rooms with appropriate hygiene facilities.
* Dietary requirements in staff canteens and restaurants.
* Dress requirements.

**Sex**

A person's sex refers to whether they are biologically male or female. In relation to a group of people it refers to either men and /or boys, or women and / or girls. A comparator for the purposes of unlawful sex discrimination will be a person of the opposite sex.

**Sexual Orientation**

The Equality Act says you must not be discriminated against because:

* You are heterosexual, gay, lesbian or bisexual.
* Someone thinks you have a particular sexual orientation - discrimination by perception.
* You are connected to someone who has a particular sexual orientation - discrimination by association.

Sexual orientation includes how you choose to express your sexual orientation, such as through your appearance or the places you visit. Discrimination occurs when you are treated differently because of your sexual orientation. The treatment could be a one-off action or as a result of a rule or policy. It doesn’t have to be intentional to be unlawful. There are some circumstances when being treated differently due to sexual orientation is lawful e.g. where belonging to a particular sexual orientation is essential for a job. This is called an occupational requirement. For example, a young person's LGBT helpline which wants to recruit an advice worker with experience of ‘coming out’ can specify that applicants must be lesbian or gay.

**Do your proposals impact on the groups above?**

If any action you are proposing will unlawfully discriminate against any of the groups listed above, then your proposals must be changed to avoid this.

If actions proposed might impact negatively on any of those protective groups, then consider if there are any mitigations you can include to overcome these? For example, is there a need or opportunity to:

* Collect further evidence?
* Involve or consult ‘protected characteristics’ communities on the development or delivery of the proposal?
* Provide information in different languages or formats?
* Adjust or amend the proposal to remove any barriers and / or better promote equality, or change another service to mitigate the impact?

Consulting with and involving representatives of people who share protected characteristics, and / or referring to existing research and knowledge about their needs, can be a valuable aid when conducting impact assessments and can alert you to the possible effects of a planned policy or decision. The Scottish Government and its Agencies collect, analyse and publish equality evidence across a wide range of policy areas. Their [Equality Evidence Finder tool](http://www.equalityevidence.scot/), can be utilised to find information, data and research; broken down by equality characteristic.

You can also contact the Council’s Equalities and Fairness Officers by email to [ross.craig@dundeecity.gov.uk](mailto:ross.craig@dundeecity.gov.uk) or [anna.yule@dundeecity.gov.uk](mailto:anna.yule@dundeecity.gov.uk) with any questions or for addition help, support or guidance.

Many services do consult on new plans or changes to services. However, it is important to recognise that some individuals and communities face a range of social, economic, cultural, communication, physical and / or sensory barriers to participation in such consultations. To overcome these barriers, a more proactive and creative approach is sometimes needed to encourage and support their participation. It is important to review existing methods of gathering views, including surveys and meetings, and identify how issues affecting people who have protected characteristics can be gathered and analysed to inform the impact assessment. This may require changes to traditional consultation practices e.g. venues need to be accessible and additional supports may be required if you are to engage and record the views of individuals and communities with protected characteristics. There is useful information available on [Making Events and Meetings Accessible](https://www.scie.org.uk/co-production/supporting/making-events-accessible/introduction). Any inadequacies in information about potential impact should be documented within the Integrated Impact Assessment and must include a statement setting out how and when you will gather that information. It is important that lack of data does not lead to a lack of action in tackling inequality.

If the assessment identifies the potential for adverse impact, or missed opportunities to promote equality, your assessment must clearly set out the justifications for continuing with the proposal. The justification must be in line with the duty to give due regard to the need to eliminate discrimination and advance equality of opportunity.

You should also analyse evidence to identify potential multiple disadvantages. For example, an Asian woman could have difficulties accessing services because of factors related to both her gender and her race.

**SECTION 3 - FAIRNESS AND POVERTY**

**Fairer Scotland Duty**

This duty came into force for local authorities on 1 April 2018 and centres around these ambitions:

* A Fairer Scotland For All
* Ending Child Poverty
* A Strong Start For All Young People
* A Thriving Third Age

The Duty requires us to consider how we can reduce inequalities of outcome in any major strategic decision we make, and publish a written assessment, showing how we have done this. The proper, early completion of an Integrated Impact Assessment will help to show this, as it involves strategic thinking about how the planned policy will impact on socio-economic inequalities.

Particular attention needs to be paid to socio-economic disadvantage and the inequalities of outcome that arise from it. This involves a wide range of factors, including poverty, health, educational attainment, limited social mobility, housing and a lack of expectations. There are also clear links with Equalities. Four key areas highlighted within the Duty are:

* Low income compared to most other people in Scotland
* Low wealth
* Material deprivation
* Area deprivation

This is summed up diagrammatically below:



To access the full Fairer Scotland Duty Guidance for Public Bodies visit:

[**https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/documents/**](https://www.gov.scot/publications/fairer-scotland-duty-guidance-public-bodies/documents/)

**Child Poverty (Scotland) Act 2017**

This Act was introduced to reinforce the drive for Scotland to be the best place in the world to grow up, and to live up to the Fairer Scotland vision in which eradicating child poverty is central. The Act sets out targets for 2030 to:

* Reduce the number of children in both relative and absolute poverty (to below 10% and 5% respectively).
* Reduce the number of children experiencing both low income and material deprivation (to below 5%).
* Reduce the number of children in persistent poverty (to below 5%).

Key areas covered in the Act that impact on child poverty and some examples of the local actions that can influence them are:

* **Income from employment**: employability training for specific growth sectors and for young people, bringing better jobs to the city, encouraging payment of the Scottish Living Wage, providing in-work support.
* **Costs of living**: working with private sector landlords, reducing the cost of the school day, provision of free childcare, increasing availability of low cost credit, debt reduction with help from the financial advice sector.
* **Income from social security and benefits in kind**: providing advice on benefits, income maximisation and debt, campaigning for a Citizens’ Basic Income, maximising uptake of free school meals, school clothing grants and Education Maintenance Allowance.

Before proposing any policies or decisions that impact on these areas, you must give careful consideration to the effects they will have. Resources available to assist in development of policies include a [Local Child Poverty Dashboard](https://www.gov.scot/publications/local-child-poverty-statistics-january-2022/) on the Scottish Government website. Information and analysis can also be requested from the Information & Research Team within the Chief Executive’s Service.

**Fairness Strategy and Action Plan for Dundee**

In June 2012, Dundee City Council first adopted a [Fairness Strategy and Action Plan for Dundee](http://www.dundeepartnership.co.uk/sites/default/files/DP%20Fairness%20Strategy%20June%202012_0.pdf) in response to rising levels of income inequality, child poverty, fuel poverty and the anticipated impact of welfare reform. This has since been updated to include additional actions to reverse the causes and consequences of poverty, including acting on the recommendations of the Dundee Fairness Commissions. Actions are grouped within the themes of attainment and child poverty, work and wages, benefits and advice, housing and communities, health and inequalities, and stigma and social isolation. See [For Fairness in Dundee: Action Plan to Reduce Social Inequalities and Child Poverty in Dundee](https://www.dundeecity.gov.uk/dundee-partnership/fairness) and other related information for details.

**Council Plan and City Plan**

Both the [Council Plan 2017-2022](https://www.dundeecity.gov.uk/search/council%20plan%202017-2022) and [City Plan 2017-2026](https://www.dundeecity.gov.uk/search/city%20plan%202017-2026) acknowledge the levels and concentration of deprivation in Dundee and highlight tackling social inequality as a priority. Approximately 31% of our population live in data zones within the 15% most deprived in Scotland, so any policies impacting on fairness and poverty will affect a sizable proportion of our communities.

As well as city-wide activity, these strategic plans stress the need for more local activity e.g. through the Local Community Planning Partnerships, and through involving communities in decisions that affect them.

All of the actions in both plans are underpinned by the determination of the Council and the wider Dundee Partnership to tackle poverty and promote fairness.

**Particular Aspects of Socio-economic Disadvantage**

In broad terms, ‘socio-economic disadvantage’ means living on a low income compared to others in Scotland, with little or no accumulated wealth. This leads 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.

Poverty and disadvantage can arise in a number of ways. Below are details of how Geography, Household Types, Employment Status, Education and Skills, Income, Caring Responsibilities and Reliance on Public Services can all be factors we need to consider when assessing the impact of any proposals:

**Geography**

The Scottish Government measures poverty geographically through the [Scottish Index of Multiple Deprivation](http://www.scotland.gov.uk/Topics/Statistics/SIMD/) (SIMD). This measures deprivation in ‘data zones’ across a range of ‘domains’. These are; Access to Services, Crime, Employment, Education, Health, Housing, and Income.

All but one of these domains consistently show high levels of deprivation across those data zones in Dundee which are in the most deprived 15% in Scotland. The only exception is the domain which measures access to services, which is more of an issue in rural areas.

* Dundee City has 188 data zones of which 59 (31.4%) are ranked within the 15% most deprived in Scotland.
* 31% (46,102) of Dundee’s population lives in the 15% most deprived data zones.
* Dundee City has 24,391 income deprived people - 16.4% of our population.

The [2020 SIMD results](https://www.dundeecity.gov.uk/sites/default/files/publications/simd2020_version2_briefing.pdf) justify our ongoing commitment to ‘closing the gap’ between the least and most affluent areas of the city. Since the SIMD was first published in 2004, there has been very little movement of datazones in or out of the most deprived 15%. Efforts to close the gap so far have not been able to shift the levels of deprivation in those areas where poverty is enduring. The Council and its partners have made a commitment through the Fairness Strategy to direct greater resources and services to the Community Regeneration Areas (CRAs), which are within six of our eight wards:

|  |  |
| --- | --- |
| **Ward** | **Community Regeneration Areas** |
| Strathmartine | Ardler / St Mary's and Kirkton |
| Lochee | Menzieshill / Charleston and Lochee / Dryburgh / Beechwood |
| Coldside | Hilltown / Coldside |
| Maryfield | Stobswell / Maryfield |
| North East | Mill O'Mains / Fintry (part of) and Whitfield |
| East End | Mid Craigie / Linlathen / Douglas |

Although there are not the same levels of concentrated deprivation within the city’s other two wards - The Ferry and West End - the Council recognises that the impact of fuel poverty, unemployment and benefit reforms is felt by some individuals and families in these wards. You can see profiles of each ward via [this page](https://www.dundeecity.gov.uk/dundee-partnership/fairness). Once the page opens click on the purple button called City Profile, then you will see Ward Profiles and a link for each ward.

**Household Types**

Poverty and deprivation affect certain types of household more severely. Research for the UK and Scottish Governments has looked at the characteristics of people or families in the lowest income groups and found that:

* Lone parents are more than twice as likely to be in relative poverty after housing costs than couples with children (38% compared to 17%).
* 39% of single female households with children are in poverty
* Pensioners - 15% of pensioners in Scotland live in relative poverty after housing costs.
* Households with a greater number of children and households with younger children are more likely to be dependent on out of work benefits. HMRC estimated that 21% of children aged under 16 in Dundee were living in relative low-income families in 2019.
* In 2016-19 in Scotland 29% of families that contained one or more disabled adults were in relative poverty, once disability benefits (in place to cover the additional costs of being disabled) were removed from household income.
* Households headed by someone from an Asian background or from another minority ethnic group were more than twice as likely to be in relative poverty (38% compared to 18%) than households headed by someone from a white, British background.
* Unskilled workers and those furthest from the job market are among those most at risk of poverty.
* 33% of people living in private rented accommodation are in poverty.

Levels of poverty and deprivation are most commonly measured through household surveys. There are, however, a number of groups who are generally not represented in such surveys but who are more likely to experience multiple disadvantages. These may include young people & students, and those who are particularly vulnerable, lead chaotic lifestyles and / or rely on public services, such as:

* Looked after children and care leavers
* People with learning disabilities
* People with physical disabilities or limiting illnesses
* People with serious and enduring mental health problems
* Homeless people
* People with drug and/or alcohol problems
* Offenders and ex-offenders

**Employment Status**

The most effective long-term route out of poverty is through sustained employment, although it should be noted that more than half of households in relative poverty contain members in low paid or part-time work.

In March 2019, Dundee became the UK’s first ‘Living Wage City’. This reflects a commitment to maximising the number of employees guaranteed to receive the Scottish Living Wage and to campaigning for fair work. This includes work to increase flexible working practices and a reduction in zero hours contracts.

Support is required, particularly for young people and people with disabilities and health problems, to help them with finding and sustaining employment. This can include tackling issues such as poor physical or mental health, low qualification levels, financial exclusion or lack of childcare.

The Scottish Government’s youth employment strategy, ‘Developing the Young Workforce’, recognises the particular challenges facing young people who lack the qualifications or skills required to secure employment. There will be increasing difficulties for those with low skills and furthest from the workforce and even greater challenges for those young people who are not in education, employment or training.

Amongst others in the city, services offered through the Discover Opportunities Centre emphasise the importance of the full range of employability support, helping people to overcome multiple obstacles to securing sustainable employment with financial capability and in-work support to ensure a successful transition to the workplace.

**Education and Skills**

One of the priorities specified in our City Plan is that ‘our children and young people who experience particular inequalities and disadvantage will achieve health, wellbeing and educational outcomes comparable with all other children and young people’. This is included because the existing attainment gap is one of the most significant and influential aspects of inequality in the city.

To help tackle this gap, schools have access to Pupil Equity Funding. We are also taking part in the Scottish Attainment Challenge, which sees tackling poverty as one of the drivers for change. Dundee’s programme aims to achieve long-term social and educational transformation through action at a strategic, operational and community level.

It is also important to have a skills development pathway to help people to progress into training and further education and into paid employment, and to tackle in-work poverty.

**Fuel Poverty**

Fuel poverty is where households are unable to afford adequate fuel to maintain reasonable household warmth. It is caused by a combination of factors, such as:

* Low household income
* Digital exclusion
* Fuel costs and lack of access to cheaper fuels
* Poor insulation
* Inefficient heating systems
* Household behaviour and under-occupancy of properties

A household is in fuel poverty if, to maintain satisfactory heating, total fuel costs are more than 10% of the household's adjusted net income (after housing costs) and if, after deducting fuel costs, benefits received for a care need or disability and childcare costs, the household's remaining adjusted net income is less than 90% of the UK Minimum Income Standard. A household is in extreme fuel poverty where it has to spend more than 20% of its adjusted net income (after housing costs) on total fuel costs to maintain satisfactory heating.

Fuel poverty continues to be a significant problem in Dundee. The Scottish Government’s Scottish House Condition Survey 2017-19 report estimated that 31% of households in Dundee City were fuel poor. Looking at particular household types, 26% of older households were fuel poor, 24% of family households were fuel poor, and 38% of other households were fuel poor.

In response to the need to eradicate fuel poverty, the Council provides a service through Council Advice Services which advises householders on fuel tariffs, how to reduce bills, energy efficiency measures, advocacy work resolving individuals’ debts with energy suppliers, and other advice and referral work. Investment is also carried out to improve the energy efficiency of Council houses.

**Caring Responsibilities and Childcare**

Caring responsibilities represent a significant barrier which prevents many parents from obtaining and sustaining employment. Access to reliable and affordable childcare is essential to enable lone parents (and women in general) to secure employment or other development opportunities which will provide a route out of poverty. In addition, carers of adults face additional barriers in taking full part in day to day life as a result of their caring responsibilities. These carers often care for a disabled and / or older adult relative.

**Reliance on Affordable and Accessible Services**

People in poverty are more likely to rely on Council services and provision. Careful consideration needs to be given to;

Service Changes

* Is the change targeted in a community regeneration area?
* Is it a universal change that will have a disproportionate impact in community regeneration areas?
* Is the change sensitive to the needs and circumstances of individuals and families in poverty?

Service Charges

* Is this charge targeted at people likely to be in, or at risk of, poverty?
* Does the charge risk excluding people in poverty from being able to afford and access services?
* Does the charge risk widen the gap between those in poverty and those in wealthier households or neighbourhoods?
* Can charges be sensitive to poverty e.g. through concessions or means testing?

New Models of Service

* If outsourcing or reshaping contracts with external providers, can we ensure that the needs of existing employees and customers are protected in contracts through working conditions and charges to service users who are in, or at risk, of poverty?

**Inequalities of Outcome**

By delivering services we can improve outcomes for communities and individuals experiencing socio-economic disadvantage. The Fairer Scotland Duty is outcome-focused and requires all public bodies to think about socio-economic circumstances when making strategic decisions, and how changes to services are going to impact on people’s lives.

Low incomes are often associated with inequalities of outcomes. Below are some examples:

**Cost of Living / Poverty Premium**

People with low incomes often find accessing services more expensive than those with a higher income. This leads to what is known as the ‘poverty premium’, and includes needing to buy items at local shops rather than supermarkets, not being in a stable enough financial position to set up direct debits (and so missing out on discounts), and being less able to switch suppliers to access cheaper deals. Policy and service design needs to take this into account.

**Connectivity / Internet access**

Just over 84% of residents in our 2019 citizen survey said that they access the internet. Some of these people do not have personal access to the internet and so rely on other services such as public access via our libraries. It is important to consider how those without direct access to the internet, or who do not use the internet at all, will be impacted by any policy change.

**Income / Benefit Advice / Income Maximisation**

It is crucial that people in Dundee are supported to maximise their income by ensuring they receive the full value of benefits to which they are entitled. Not doing so can mean that households miss out on hundreds, if not thousands of pounds each year that they are entitled to.

Gross median weekly income for a full-time worker in Dundee was £559.7/week in 2020, below Scottish average of £593. Over the course of a year this amounts to a noticeable £1,731 difference in income.

In 2016-18 a typical household in Scotland had £5,500 in financial wealth after any non-mortgage debt was deducted. A household in the wealthiest 10% had on average £215,000. But a typical household in the bottom 20% had negative financial wealth, which means they were in debt. Though more recent figures are not available at the time of writing, it is likely that the pre-existing gap in wealth has widened as of mid-2022.

Households facing an emergency risk getting into debt trying to resolve it. Evidence on the impacts of the COVID-19 pandemic showed that lower income households were 50% more likely to save less compared to higher income households and twice as likely to have increased their debts.

**Employment opportunities**

In 2018/19, more than half of all people (and two-thirds of children) in relative poverty in Scotland lived in working households. People working in certain jobs (including customer services, the building trades) and certain industries (including food and beverage services, transport and storage) are at greater risk of multiple disadvantage from a constellation of low pay, limited opportunities, lack of control and sometimes risky working conditions.

This is highlighted by the substantial inequalities in income and employment seen in Scotland. After adjusting for household size, weekly incomes in 2016-19 varied from £192 in the poorest households to £912 in the richest households.

Youth unemployment in Dundee for people aged 16-24 is 16.8% and only 71.5% of people aged 16-64 who are economically active are in paid employment according to data from December 2020. These figures show the need for more and better employment opportunities to be made available, in particular for those living in our more deprived areas.

**Education**

Only 44% of school leavers in the most deprived areas are qualified to Higher level or above, compared with 79% of Scottish school leavers in the most affluent areas. Exclusion rates were higher for Gypsy / Travellers, disabled pupils, those with additional support needs and pupils living in the most deprived areas. The percentage of Dundee school leavers who achieved literacy and numeracy SCQF level 5 in 2021 was 63.9%. When developing policy, it is useful to consider whether it will help to change this.

**Health**

Health is a determinant of many other outcomes for people. When developing policy, it is worth considering the below and how policy may impact on them and other aspects of health.

* More than a quarter (26%) of those in living in the poorest fifth of households reported less than good health for their children in the first four years of life, compared to just 12% of those in the richest fifth
* Between March and September 2020 death rates for COVID-19 in Scotland were twice as high for people living in the 20% most deprived areas compared to the 20% least deprived areas
* On average across our city, only 77% of respondents surveyed in the 2019 Annual Citizen Survey rated their health as very good or fairly good.

**Life Expectancy**

Men’s life expectancy is on average less than women’s. Furthermore, men living in the 10% most deprived areas on average die 13.1 years earlier than those living in the 10% least deprived areas (69.6 compared to 82.7 years), showing the huge impact of deprivation. Similarly, women living in the most deprived areas on average die 9.8 years earlier than those living in the least deprived areas (75.6 compared to 85.4 years).

The average life expectancy is also lower in Dundee than the Scottish average (by 3.2 years for males and 1.7 years for females). Many policies can contribute to reducing both the national and very local gaps.

**Mental Health**

Compared with those in the least deprived 20% of areas in Scotland, adults living in the most deprived 20% of areas are much more likely to have common mental health problems and to be prescribed drugs for them (26% vs. 14%). This inequality means that people living in socio-economic disadvantage are less able to cope with the impact of crises such as the 2008 economic crash or the COVID-19 pandemic. Changes to services can also lead to additional stress, exacerbated by ongoing mental health issues.

The 2011 Census showed that out of the eight wards within the city, the East End, Coldside and Lochee wards had the highest rate per 1,000 of people with a mental health condition. All wards, except The Ferry and West End have a higher rate that the national average per 1,000 adults aged 16-64 reporting a mental health condition.

Although the rates for emergency admissions on the grounds of mental health have steadily decreased in Dundee since 2018/2019, it still is at a significant level of 336.6 per 100,000 people. In 2020 almost 30,000 residents were prescribed anti-depressants.

**Overweight / Obesity**

Obesity in Scotland shows a strong link with inequality. Lower socio-economic status is associated with higher levels of obesity, with around 32% of adults living in the most deprived areas being obese, compared with 20% of those living in the least deprived areas. Women and children in the most deprived areas are particularly affected by more extreme obesity. A study carried out in 2019 reveals that 11.3% of all children living in Dundee are at risk of being obese.

**Child Health**

People on lower incomes are less able to afford a healthy diet for their children. As a result, the incidence of childhood obesity is higher in more deprived areas, which comes with both immediate and longer-term impacts on health. There may also be a higher likelihood of exposure to alcohol or substance misuse, with associated risk of early initiation into these adding to the risks to child health.

**Neighbourhood Satisfaction**

Most Dundee residents are positive about the areas in which they live, seeing peace & quiet and their neighbours as the two main positive aspects. Negative aspects highlighted include drug problems, poor parking, littering or untidiness, speeding cars, and unsociable neighbours. It is important that people feel safe within their communities and feel that they have influence over decisions affecting their local area, and many policy areas can influence this.

**Transport**

People on low incomes are less likely to own cars, and growing numbers of people find it harder to access public transport (17% in our 2019 survey compared with 8% the previous year) which in turn can affect access to other services. Barriers include cost, distance to the nearest bus stop, frequency of services, and available bus routes. The location of a service therefore needs to take account of who will use it and how they will travel to it.

**Do your proposals impact on the issues listed above?**

Will whatever you are proposing contribute positively to tackling poverty and promoting fairness or will it have a negative impact on particular geographic areas, household types, or people who are already disadvantaged in terms of employment, education and skills, income, caring responsibilities and reliance on public services?

If the action you are proposing will have negative impacts on any of the groups listed above, are there any mitigations you can include to overcome these? For example, is there a need or opportunity to:

* Collect further evidence?
* Involve or consult those affected on the development or delivery of the proposal?
* Adjust or amend the proposal to avoid or reduce the negative impact?

If the assessment identifies the potential for adverse impact on people in poverty, or missed opportunities to promote fairness, your assessment must clearly set out the justifications for continuing with the proposal.

You can also Contact the Council’s Equalities and Fairness Officers: [anna.yule@dundeecity.gov.uk](mailto:anna.yule@dundeecity.gov.uk) or [ross.craig@dundeecity.gov.uk](mailto:ross.craig@dundeecity.gov.uk) with any questions or for addition help, support, or guidance.

**SECTION 4 - ENVIRONMENT**

The quality of Dundee’s local environment is a vital ingredient in residents’ quality of life.

Our challenge is to balance the long-term protection and enhancement of the local environment alongside the development and regeneration of the city and ensure sustainable economic growth.

Overarching all of our work on Environmental Impact and Sustainability is our commitment to tackling Climate Change - to mitigating its impacts and adapting to its consequences. Within this, we need to assess the impact of our policies and decisions in relation to:

* Resource Use and Sustainable Procurement
* Waste
* Energy
* Transport
* Natural Environment
* Air, Water and Land Quality
* Biodiversity
* Open and Green Spaces
* Built Environment

**Climate Change**

Climate change is the most serious environmental threat facing our planet. Emissions of greenhouse gases from fossil fuels (e.g. oil, coal, gas) are already changing the world’s climate. Dundee is not immune and has experienced the types of severe weather events which are indicative of increasing global temperature. It is predicted that, in future, this will lead to:

* Warmer summers and milder winters.
* Change in rainfall, leading to drier summers and wetter winters in eastern Scotland.
* Increased frequency of very dry summers in eastern Scotland leading to drought.
* Increased frequency of high-intensity rainfall leading to increased landslips, wetter soils, soil erosion, and sedimentation of watercourses.
* Decreased winter cold, and fewer frost days.
* Changes in wind climate, with more frequent strong winds.

Climate change will have far reaching effects on Scotland's economy, its people and its environment, so the Scottish Government has set targets to reduce greenhouse gas emissions and move to a low carbon economy.

* In February 2018, the Scottish Government published the ‘[*Climate Change Plan: the Third Report on Policies and Proposals: 2018- 2032*](https://www.gov.scot/publications/scottish-governments-climate-change-plan-third-report-proposals-policies-2018/)’ (the 2018 Plan).
* In response to the global climate emergency, the Scottish Government brought forward primary legislation to amend Scotland’s emissions reduction targets; the ‘*Climate Change (Emissions Reduction Targets) (Scotland) Act 2019*’ in March 2020.
* This set annual and interim emissions reduction targets for Scotland, on a trajectory to net zero emissions by 2045. These targets include the world-leading interim goal of a 75% reduction in emissions by 2030.
* The Scottish Government also committed, in line with recommendations from the Scottish Parliament, to update the 2018 Plan, in order to account for these new targets. This update to the 2018 plan is intended to fulfil that commitment.
* It was planned to lay the updated plan before Parliament in April 2020, however, its progress was postponed due to the COVID-19 pandemic. In light of the unprecedented circumstances, the updated plan now intends to demonstrate not only the pathway to meeting Scotland’s emissions reduction targets over the period to 2032, but is also a strategic document on Scotland’s green recovery from COVID-19.
* The commitment to a green recovery aims to deliver an economic recovery from COVID-19 that helps Scotland transition toward net zero emissions in a way that is just, and that maximises the opportunities to deliver a more sustainable and greener economy.

From 2016, Councils have had to produce annual [Climate Change Duties report](http://www.dundeecity.gov.uk/reports/reports/344-2016.pdf)s to the Scottish Government on their efforts to reduce emissions from their own activities and how they’ve used their powers (including statutory roles and role as the planning authority) to reduce emissions, adapt localities to a changing a climate and deliver sustainable development. Working with partners, we have developed a citywide [Climate Change Strategy](https://www.dundeecity.gov.uk/sustainable-dundee/dundee-climate-action-plan) which covers our role in both mitigating and adapting to the consequences of climate change:

**Mitigation**

Proposed amendments to the [Climate Change (Scotland) Act 2019](http://www.scotland.gov.uk/Topics/Environment/climatechange/scotlands-action/climatechangeact) will set annual and interim emissions reduction targets for Scotland, on a trajectory to net zero emissions by 2045. These targets include the world-leading interim goal of a 75% reduction in emissions by 2030.

In June 2019, the Council declared a **Climate Emergency**, recognising the serious and accelerating environmental, social and economic challenges faced by climate change.

To respond to this challenge, a partnership [Climate Action Plan](https://www.dundeecity.gov.uk/sites/default/files/publications/climateactionplan.pdf) has been prepared which has been the culmination of collaborative work, led by Dundee City Council and co-designed with public, private and community organisations, recognising that a concerted city-wide effort is required. It represents the first set of actions in a long-term pathway to first surpass the Covenant of Mayors target **of 40% reduction in greenhouse gas emissions by 2030**and then to**achieve net-zero greenhouse gas emissions by 2045**or sooner.

The Plan includes four themes of Energy, Transport, Waste and Resilience, with each theme including an initial set of actions to reduce emissions or adapt to a changing climate. These take into account existing projects, stakeholder priorities and national initiatives. Sixty four actions have been identified in the plan, including measures to:

* Reduce the consumption of energy, promote energy efficiency and increase the proportion of power and heat from low and zero carbon technologies;
* Encourage active travel through walking, cycling and public transport and deploy sustainable alternatives to decarbonise transport;
* Manage waste sustainably by reducing, reusing, recycling and recovering waste to improve resource efficiency whilst working towards a circular economy; and
* Ensure our communities, green networks and infrastructure are adaptable to a changing climate and reduce the risks and vulnerability to unavoidable impacts.

**Adaptation**

If we achieve our targets on greenhouse gases, we can limit and reduce the negative effects of climate change. However, much of the change in climate over the next 30 to 40 years is already decided by past and present releases of greenhouse gases. Consequently, some effects from climate change are unavoidable and will have implications for our social, economic and environmental wellbeing. By considering climate change in our plans and decision making, we can adapt to these effects, manage the risks and minimise their impact on local services and communities.

To help inform the Climate Action Plan, a Climate Risk and Vulnerability Assessment has been carried out. It determines the nature and extent of climate-related risks by analysing potential hazards and assessing the vulnerability that could pose a potential threat or harm to people, property, livelihoods and the environment of Dundee. The process highlighted how important collaboration was between sectors is (e.g. biodiversity / green infrastructure / health / flooding) and that adaptation requires a multi-disciplinary approach, where actions cannot be considered in isolation. Climate resilience actions aimed at ensuring the city's services, infrastructure and communities are able to adapt to a changing climate were then co-designed with stakeholders and incorporated into the Plan.

By signing up to [Scotland's Climate Change Declaration](http://www.keepscotlandbeautiful.org/sustainability-climate-change/sustainable-scotland-network/climate-change-reporting/scotland-s-climate-change-declaration/) Dundee City Council has committed to take action to:

* Ensure that climate change adaptation measures are clearly incorporated into the Council's new and existing strategies, plans and programmes, in line with sustainable development principles
* Assess the risks and opportunities for Council services and Dundee communities of predicted climate change scenarios and impacts, and take action to adapt accordingly and in line with sustainable development principles
* Encourage and work with others in our local community to take action

The Council supports measures to adapt to the effects of climate change through recognition of the importance of the water environment and flooding, protection and development of green networks, habitats and woodland, action on waste, air quality measures and supporting the system of environmental regulations.

Dundee’s waterfront location exposes it to potential effects of sea level rise, whilst low lying land, particularly reclaimed land areas, gives exposure to flood risk caused by more severe rainfall. Six water courses run through Dundee, some of which are subject to localised flooding. It is therefore important that we develop local flood alleviation and coastal erosion defence schemes, along with Sustainable Drainage Systems (SUDS) - a method of dealing with surface water in an environmentally friendly and economical manner. SUDS manage surface water on site as near to source as possible by slowing down the water of run-off and treating it naturally, thereby allowing the release of good quality surface water to watercourses or groundwater.

**Resource Use and Sustainable Procurement**

The products the Council buys and consumes all have social and environmental impacts, whether in their production and distribution, when in use, or when they are disposed of as waste. Sustainable consumption includes reducing the inefficient use of resources, looking at the impact of products and materials across their whole lifecycle and encouraging people to think about the social and environmental consequences of their purchasing choices.

Tayside Procurement Consortium (TPC) is the central procurement team created by Dundee, Angus and Perth & Kinross Councils, in association with Tayside Contracts, to manage collaborative procurement activity. The TPC’s [Sustainable Procurement Policy](http://www.taysideprocurement.gov.uk/strategy/Finalised%20Tayside%20Procurement%20Strategy%202011-15.pdf) was introduced to support the Council comply with its climate change duties and commits us to buying more sustainably. Key objectives addressed by the policy are:

* Seek to reduce carbon emissions through developing improved specification
* Seek to contribute to climate change adaptation through procurement activity
* Embed sustainability at the heart of procurement activity and deliver specific sustainable outcomes

**Waste**

We need to produce less waste, reuse and recycle more, and recover value from as much as possible of what is left. To this end, we are moving towards a Zero Waste Scotland.

The [Waste (Scotland) Regulations 2012](http://www.legislation.gov.uk/sdsi/2012/9780111016657/contents) provide the future strategic direction for the management of waste, including Local Authority statutory requirements. The principle of the ‘waste hierarchy’ is central. This identifies the prevention of waste as the highest priority, followed by reuse, recycling, recovery of other value (e.g. energy), with disposal as the least desirable option. Accompanying the Regulations are a revised set of targets for recycling household waste (70% by 2025) progress towards which has required a step change in the Council’s approach to recycling.

To comply with the measures laid out in the Zero Waste Plan, Dundee City Council will be required to expand upon existing facilities and adopt new ones. Integral to the future of waste management will be the continued use of the Waste-To-Energy plant at Baldovie which uses the latest technology to generate electricity from the incineration of waste that can be fed back into the national grid.

**Energy**

Present levels of energy consumption and the increasing trend in consumption are unsustainable and negatively impact on the environment through carbon emissions. Reducing energy consumption in Dundee will contribute towards reducing emissions.

Key to achieving our policy objectives is the continual development and review of an energy strategy and associated formal systems. The Energy Management Action Plan will set out the means and processes by which our declared policy objectives will be met and regularly reviewed. The Performance Indicator ‘reduce carbon dioxide emissions from properties used for the Council’s own operations by 5% each year’ will be reported annually to Committee.

In January 2017, the Scottish Government published its draft [Energy Strategy](http://www.gov.scot/Publications/2017/01/3414) which sets out a long‑term vision for the energy system in Scotland and includes a new target for 50% of Scotland’s energy consumption to be met by renewable energy. It covers both energy supply and energy demand, with a strong focus on local energy systems including market preparation for renewables; renewed focus on energy efficiency; and a target of 30% energy efficiency improvement by 2030.

Renewable energy will be an important part of Dundee’s economy in the future, encompassing wind, marine and hydro energy as well as bio, solar and geothermal energy. A growing number of businesses in Dundee are either currently involved in or are seeking to engage in the renewable energy sector.

**Transport**

Transport connects people with healthcare, education, jobs, social & recreational facilities and services, as well as being an essential part of economic activity. Infrastructure, roads, rail, airports & ports, and the businesses that use these assets, are vital components of the economy. Accessible and affordable local transport is vital to keeping communities linked and involved, providing equal access to services and reducing social exclusion, especially for thosewhose mobility is restricted, such as older or disabled people, or those with young children.

Encouraging sustainable travel, which minimises greenhouse gas emissions and negative environmental impacts, is a key priority. Encouraging people to make more sustainable travel choices, where possible, is vital, whether it is cycling or taking the bus instead of driving, or the train instead of flying. For people to be able to make more sustainable choices, it is important that there is an adequate transport infrastructure to support this.

The Council’s own [Staff Travel Policy](http://www.dundeecity.gov.uk/reports/reports/413-2011.pdf) is a key part of our efforts to reduce the Council's carbon footprint. The policy reduces staff need to travel for work and when they do need to travel, explicitly prioritises walking, cycling, public transport and car share over single-occupancy car use. The increased use of Electric Vehicle pool cars also ensures that those trips made by car are as sustainable as possible.

**Natural Environment**

The quality of local surroundings and the ability to access and use these have a fundamental impact on how people feel about and relate to the places where they live. Green open spaces that are well designed and purposeful are a hugely valuable resource and can create a sense of place and community, provide positive health impacts and opportunities for recreation as well as contact with nature.

In cities especially, gardens, parks and even street trees provide important emotional connections to the natural world and biodiversity. They also provide essential learning opportunities, particularly for children growing up in urban surroundings. Yet many rare and important species and habitats are continuing to decline as how we use land threatens their survival.

Just as we have the capacity to alter and destroy habitats and extinguish species, we also have the ability to protect and restore biodiversity. By acting as custodians we all have a collective duty to ensure that the natural environment is conserved for the sake our own future health and wealth.

Dundee benefits from a variety of green spaces, including parks, roadside verges, school grounds, rivers and burns, city centre pedestrian areas, housing areas, community gardens and wildlife sites. As a major land owner, the council plays an important role in the management, improvement, protection and promotion of the natural environment, and we work in partnership with local communities, the public and private sectors, to take advantage of opportunities to enhance the quality and diversity of public open space for the benefit of all who use it and enjoy it, including citizens, visitors and tourists.

**Air, Water and Land Quality**

**Air Quality**

Good air quality is essential for our health, quality of life and the environment. Air is said to be 'polluted', or of poor quality, when it contains substances which can have a harmful effect on our health or the environment. All local authorities are under a statutory duty to undertake an air quality assessment and determine whether they are likely to meet the air quality objectives for seven key air pollutants. In Dundee, only levels of nitrogen oxides and fine particulate matter are of concern. These pollutants are found in concentrations which exceed the national objectives at a number of locations within the city, principally around main junctions in the city centre and arterial routes leading towards the centre, although locations outwith these areas have also been identified. To enable wider consideration of air quality improvements, all of Dundee was declared an Air Quality Management Area for nitrogen dioxide (NO2) in 2006, subsequently amended to include the pollutant particulate matter (PM10) in 2010. The Council’s latest [Air Quality Action Plan](https://www.dundeecity.gov.uk/service-area/neighbourhood-services/community-safety-and-protection/air-quality-in-dundee/air-quality-action-plan) sets out current objectives and actions to help improve air quality, largely through efforts to reduce traffic emissions.

**Water Quality**

The condition of our water environment is monitored annually and is assigned to one of five quality classes from bad to high. The main watercourses are:

* River Tay
* Dighty Water and its tributaries, the Gelly, Whitfield, Fithie and Murroes Burns
* The Logie Spout/Scourin’ Burn; Lochee Burn; Dens Burn; Fowlis Burn; and Liff Burn

The city shares a boundary with the River Tay stretching over 16km of coastline. The Tay Wastewater System has had a dramatic effect on the quality of Dundee's coastal water quality. As a result, Broughty Ferry Beach was designated an Identified Bathing Water in 2006 and has been awarded both the international Blue Flag Award and Marine Conservation Society Seaside Awards over a number of years. The Dighty Water, at 20km long, is the secondary surface watercourse in Dundee, and is classified as a Highly Modified Water body under the Water Framework Directive classification scheme. The most recent [River Quality Classification](http://apps.sepa.org.uk/wbody/2011/6001.pdf), undertaken by SEPA in 2018, ranks the Dighty Water as poor overall.

**Contaminated Land**

The presence of contaminated land in Scotland's environment is an example of failure to achieve sustainable development. Preventing new contamination and dealing appropriately with existing land contamination is a key aspect of sustainable development. The responsibility for dealing with historically contaminated land has since 2000 been with local authorities, who must ensure that land within their area is suitable for use and does not cause harm to the public or the wider environment. Under the [Contaminated Land (Scotland) Regulations 2005](http://www.legislation.gov.uk/ssi/2005/658/contents/made) the Council has a duty to inspect the land within its area for the purpose of identification and remediation of land where contamination is causing unacceptable risks to human health or the wider environment. In 2016, the Council published its latest [Contaminated Land Strategy](https://www.dundeecity.gov.uk/service-area/neighbourhood-services/community-safety-and-protection/contaminated-land) and has since been inspecting the area to identify sites that are potentially contaminated.

**Biodiversity**

Scotland's wildlife is under threat from a variety of pressures and significant biodiversity loss has been documented over the last 50 years. The primary drivers of change affecting habitats and species have been: the loss or damage of natural habitats; nutrient deposition; exploitation of natural resources; pollution of air, water and land; invasive non-native species and climate change.

All public bodies in Scotland have a duty under the [Nature Conservation (Scotland) Act 2004](http://www.legislation.gov.uk/asp/2004/6/contents) to help protect and conserve biodiversity. The Act (in conjunction with the [Scottish Biodiversity Strategy](http://www.scotland.gov.uk/Publications/2004/05/19366/37239)) provides for a more integrated system of nature conservation, requiring public bodies to think about their impact on the natural world and look for ways of benefiting biodiversity, whilst reducing possible negative impacts.

Biodiversity is the variety of all living things and includes diversity within a species, between different species, between habitats and the ecosystems of which they are a part. Greater levels of biodiversity help to ensure the natural sustainability of all life, which is especially important in a time of global climate change.

In order to raise awareness of the wildlife (flora and fauna) of Dundee in an international, national and local context, a [Biodiversity Action Plan](https://www.dundeecity.gov.uk/service-area/neighbourhood-services/environment/biodiversity) has been produced for Dundee. This plan aims to highlight the contribution and influence of our local biodiversity on the quality of life and economic opportunities of everyone who lives in the city. This plan focuses action on the ecosystems, habitats and species most in need and ensures prioritisation of resources at a local level. It sets out clear objectives and targets to enable us to measure any achievements.

**Open and Green Spaces**

Dundee has a wide diversity of public open spaces, accounting for 28% of the urban area. These contribute to the quality of life by providing opportunities for active and passive recreation, an attractive and sustainable urban environment and a space for nature. They vary from large country parks of over 100 ha to small local greenspaces of less than 100m2. The city is now concentrating on improving the quality of its parks, greenspaces and beaches and is undertaking this via nationally accepted awards which concentrate on a range of environmental and also social and economic factors.

The Council’s [Outdoor Access Strategy](https://www.dundeecity.gov.uk/outdoor-access-in-dundee) has established links between communities, facilities, greenspaces, workplaces and the city centre. This includes connecting greenspaces with new routes, providing safer and enjoyable commuting and leisure opportunities, enabling access in and between communities and providing access for all types of user and all ages and abilities.

Dundee benefits from significant woodland areas (approximately 4% of the local authority area), particularly in the north and east of the city, community woodland on the urban edge, significant tree belts and corridors through to smaller groups or single trees including garden and street trees. They can make a significant contribution to reinforcing green networks, reducing flood risk, reclamation of derelict land and temporary screening of vacant sites as well as defining key points and gateways in the city. Tree Preservation Orders are supported and promoted by the Council to protect individual trees or entire planting schemes where expedient.

**Built Environment**

City centres, residential streets, paths and pavements, buildings, playgrounds and car parks, together with the backdrop of landscape, are vital to creating a quality built environment. Dundee is home to a historic built heritage which contributes to its unique fabric and character. Other important aspects of the built environment include the need for quality and affordable housing, and maintaining distinctive and well-designed buildings.

The [Local Development Plan](https://www.dundeecity.gov.uk/service-area/city-development/local-development-plan) will be reviewed at five yearly intervals to ensure that an up to date plan is in place at all times to guide development in the city.

Dundee’s rich history is reflected in its many archaeological sites, designed landscapes, historic buildings and monuments of regional and local significance. Protecting, conserving and enhancing the historic environment is an important factor in maintaining the heritage and distinctive identity of Dundee, providing both a sense of place and an important cultural link with the past. The educational, tourism, recreational, social and economic value of the historic built environment contributes to the quality of life in Dundee and provides the context for new development, ensuring this reflects local character and heritage. Dundee has 17 [Conservation Areas](http://www.dundeecity.gov.uk/citydevelopment/listedbuildingsconservationareas), approximately 900 [Listed Buildings](http://www.dundeecity.gov.uk/citydevelopment/listedbuildingsconservationareas), 3 Gardens and Designed Landscapes ([Balgay Park](http://data.historic-scotland.gov.uk/pls/htmldb/f?p=2400:15:0::::GARDEN:GDL00039" \t "_blank), [Camperdown Park](http://data.historic-scotland.gov.uk/pls/htmldb/f?p=2400:15:0::::GARDEN:GDL00082) and [Baxter Park](http://data.historic-scotland.gov.uk/pls/htmldb/f?p=2400:15:0::::GARDEN:GDL00051)), 14 Scheduled Monuments and 273 unprotected known archaeological sites. [Conservation Areas](http://www.dundeecity.gov.uk/citydevelopment/listedbuildingsconservationareas) are one of the measures available to local authorities to protect the quality of the built environment. Positive management of these areas is vital if their character and appearance is to be protected and enhanced. Conservation Areas provide opportunities to introduce good quality modern design and bring together old and new to create an attractive evolving urban landscape.

A particularly important part of our built environment is Housing. Housing is a basic need and heavily impacts an individual's wellbeing and quality of life. Lack of available, appropriate and affordable housing can often cause individuals to feel insecure, isolated and suffer ill health. Targeted areas across the city have seen new quality affordable housing being created, while unpopular house types have been and continue to be demolished to make way for new types of houses and local amenities more fitting to 21st century lifestyles, needs and aspirations.

The [Local Housing Strategy](https://www.dundeecity.gov.uk/search/local%20housing%20strategy) is the Council’s primary strategy for the provision of housing and associated services to address homelessness, meeting housing support needs and tackling fuel poverty. The document is supported by an assessment of housing need, demand and affordability study that seeks to determine if there is need for intervention in the market to secure the provision of affordable housing and seek to inform the future planning and targeting of public and private investment.

**How do your proposals impact on the environment or our commitment to sustainability?**

Does what you are proposing contribute to or detract from the Council’s efforts to tackle climate change?

Does it have any impact on?

* Resource Use and Sustainable Procurement
* Waste
* Energy
* Transport
* Natural Environment
* Air, Water and Land Quality
* Biodiversity
* Open and Green Spaces
* Built Environment

Does your proposal require a more detailed Strategic Environmental Assessment?

The [Environmental Assessment (Scotland) Act 2005](http://www.legislation.gov.uk/asp/2005/15/contents) requires the Council to consider Strategic Environmental Assessment (SEA) when preparing or modifying its plans, programmes and strategies.

SEA is a process for considering the effect which public plans, programmes and strategies are likely to have on the environment and ensuring they are incorporated into decision-making at an early stage and in an integrated way. It requires the Council to assess the predicted effects of the proposal on a range of environmental factors, to assess alternatives to the strategy or plan, and, if necessary, prepare a report of this environmental assessment which must be subject to public consultation.

The Act allows us to do SEA Pre-Screening - effectively a process of self-exemption which can be undertaken where it can be clearly established that a plan, programme or strategy is likely to have no or minimal effects on the environment. Doing a good Integrated Impact Assessment can be our pre-screening e.g. if you explain how the environmental issues described above are either not relevant or not applicable to your Plan, Programme or Strategy or will have a minimal impact.

Please refer to the [SEA Decision Making Flowchart](https://onedundee.dundeecity.gov.uk/sites/default/files/it-bid-requests/sea_decision_making_flowchart.pdf) ([on this page](https://www.gov.scot/publications/strategic-environmental-assessment-guidance/pages/2/)) to determine whether your report requires SEA, then select from the options on the assessment. If you determine that SEA may be required, you need to consider completing a SEA Screening Report to determine whether the effects are likely to be significant. Please contact the Council’s Sustainability and Climate Change Manager, via [Bryan.Harris@dundeecity.gov.uk](mailto:Bryan.Harris@dundeecity.gov.uk), to discuss this process.

**You may also wish to refer to the Scottish Government** [**SEA Guidance manual**](https://www.gov.scot/publications/strategic-environmental-assessment-guidance/)**.**

**SECTION 5 - CORPORATE RISK**

The Council’s approach to Risk Management requires you to consider, assess and mitigate against the following risks when developing any policies or decisions you propose to recommend to Committee:

**Political/Reputational**

* What is the likelihood that political or reputational damage to the Council could result from what you are proposing?

**Economic/Financial**

* What is the likelihood of financial impact on the Council, for example due to loss, theft, damage, or legal action?

**Social/Safety**

* How likely is it that the safety of staff, service users or the public could be compromised?

**Technological/Business Interruption**

* How would you assess the likelihood of issues arising with essential technology, or the loss of or interruption to Council services, as a result of what you are proposing?

**Environmental**

* How would you assess the likelihood of environmental impact as a result of your proposals?

**Legal/Statutory Obligations**

* Are there likely to be any legal implications, or potential issues with meeting statutory obligations, as a result of your plans?

**Organisational/Staffing and Competence**

* Is there likely to be a risk to the achievement of objectives or the adequacy of staffing levels or staff competency?

For each of these, you need to answer the questions in the IIA assessment tool which assess the level of risk, considering the existing and proposed control measures which you believe will be effective in mitigating any risks.

**Do your proposals pose any of the risks above to the Council?**

Risk Management is about 'enablement' rather than finding a reason why a proposal cannot be pursued. However, the Council is obliged to have sound systems of internal governance, which include the effective control of risk, so this is an important aspect of our integrated impact assessment process.

In the case of major decisions, effective risk management may be demonstrated by a clear option appraisal detailing the positives and negatives of any particular course of action (e.g. a positive of stopping a service may be financial savings for reinvestment in other work but a negative may be press criticism or disappointment for people who have enjoyed that service previously).

As with the other aspects of impact assessment, noting possible negative impacts when assessing risks does not necessarily mean you cannot go ahead with your proposal. Any negative outcomes should be detailed and considered pro-actively with reference to the Council's aims or objectives for the service concerned. In this way, the use of risk management techniques can be seen to justify making hard decisions rather than being a barrier to making them. Here, for example, is the kind of thing your assessment might say:

*"Stopping xxxxx service carries the probable downside risks of initial negative press coverage, disappointment from members of the public currently in receipt of the service and objections from some elected members. However, these aspects are more than offset by the advantages of a more joined up service provision which is sustainable, affordable and will deliver better outcomes for citizens at reduced revenue cost."*

You can also Contact the Council’s Corporate Risk Management Coordinator: [colin.carmichael@dundeecity.gov.uk](mailto:colin.carmichael@dundeecity.gov.uk) with any questions or for addition help, support, or guidance.

**Appendix 1: Pre-IIA Screening Tool**

The below shows the questions asked in the Pre-IIA Screening Tool. This is designed to be a simple tool to guide officers as to whether an IIA needs to be completed or not. Please note that the online screening tool applies conditions to the responses to provide this determination.

|  |  |
| --- | --- |
| Officer Completing the Screening Tool |  |
| Senior Officer to be Notified on Completion |  |

Is the purpose of the Committee document one of the following? (select the first one that applies)

* A major Strategy or Action Plan
* An area or partnership-wide Plan
* A Plan, programme or Strategy that sets the framework for future development consents (for Strategic Environmental Assessment purposes)
* The setting up of a body such as a Commission or Working Group
* An update to a Plan
* An annual report or progress report on an existing plan
* A service redesign
* A report on a survey, or stating the results of research
* Minutes, e.g. of Sub-Committees
* A minor contract that does not impact on the wellbeing of the public
* An appointment, e.g. of councillors to outside bodies, of senior officers, or of independent chairs
* Ongoing Revenue expenditure monitoring
* Notification of proposed Tenders

|  |  |
| --- | --- |
| Do you need to do an IIA? \*If you know you need to complete an IIA and wish to skip the rest of this form, select yes then hit submit at the bottom of the page. | Yes /  Not Sure |

|  |  |
| --- | --- |
| Will the policy impact on anyone in relation to any of the Protected Characteristics?  *Age; Disability; Gender Reassignment; Marriage & Civil Partnerships; Pregnancy & Maternity; Race / Ethnicity; Religion or Belief; Sex; Sexual Orientation*. | Yes / No |
| Will the policy impact on People's Human Rights?  *For more information on Human Rights visit: https://www.scottishhumanrights.com* | Yes / No |
| Will the policy impact on anyone residing in a Community Regeneration Area (CRA)?  *Within the 15% most deprived areas in Scotland according to the 2020 Scottish Index of Multiple Deprivation.* | Yes / No |
| Will the policy impact on anyone in more vulnerable types of households?  *Lone parent families (especially single female parents); households with a greater number of children and/or young children; pensioner households (single or couple)* | Yes / No |
| Will the policy impact on anyone experiencing the following issues?  *Unskilled or unemployed and of working age; serious and enduring mental health problems; homelessness; drug and/or alcohol problems.* | Yes / No |
| Will the policy impact on anyone in the following more vulnerable groups?  *Offenders and ex-offenders; looked after children and care leavers; carers.* | Yes / No |
| Will the policy impact on any of the below?  *Employment; education & skills; benefit advice / income maximisation; childcare; affordability and accessibility of services.* | Yes / No |
| Will the policy impact on Climate Change or Resource Use?  *Mitigating greenhouse gases; adapting to the effects of climate change. or Energy efficiency & consumption; prevention, reduction, re-use, recovery or recycling waste; sustainable procurement.* | Yes / No |
| Will the policy impact on Transport?  *Accessible transport provision; sustainable modes of transport.* | Yes / No |
| Will the policy impact on the Natural Environment?  *Air, land or water quality; biodiversity; open and green spaces.* | Yes / No |
| Will the policy impact on the Built Environment?  *Built heritage; housing.* | Yes / No |
| Will the policy impact on any of the Corporate Risk factors?  *Political / reputational risk Economic / financial sustainability / security & equipment risk Social impact / safety of staff & clients Technological / Business or service interruption Environmental Risk Fulfilling legal / statutory obligations Adequacy of staffing levels & competence (If unsure, please contact Colin.Carmichael@dundeecity.gov.uk)* | Yes / No |

**Appendix 2**: IIA Tool Preparation Template

This replicates the fields found in the IIA Tool. Its purpose is to enable discussions on policy, service change, reports, etc. to be noted as part of the IIA process and the completion of the online tool to be more straightforward. This can be used by a scoping group of officers, or adapted for use in engagement with stakeholders and groups who will be affected by proposed changes.

Note that where a positive, negative or not known impact is selected, the online IIA Tool requires a narrative explanation of this. If there is No Impact identified, no narrative is required.

|  |  |
| --- | --- |
| Author Responsible |  |
| Author Title |  |
| Author Department |  |
| Author Email |  |
| Author Telephone |  |
| Author Address |  |

|  |  |
| --- | --- |
| Executive Director |  |
| Executive Director Title |  |
| Executive Director Department |  |
| Executive Director Email |  |
| Executive Director Telephone |  |
| Executive Director Address |  |

|  |  |
| --- | --- |
| Document Title |  |
| Document Type |  |
| New / Existing Document? |  |
| Document Description |  |
| Intended Outcome |  |
| Document Start Date |  |
| Document End Date |  |
| How will the proposal be monitored? |  |

**Equality, Diversity & Human Rights**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Age |  |  |  |  |  |
| Disability |  |  |  |  |  |
| Gender Reassignment |  |  |  |  |  |
| Marriage & Civil Partnership |  |  |  |  |  |
| Pregnancy & Maternity |  |  |  |  |  |
| Race / Ethnicity |  |  |  |  |  |
| Religion or Belief |  |  |  |  |  |
| Sex |  |  |  |  |  |
| Sexual Orientation |  |  |  |  |  |

|  |  |
| --- | --- |
| Are any Human Rights not covered by the Equalities questions above impacted by this report? | Yes / No |

**Fairness & Poverty**

**Geography**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Strathmartine (Ardler, St. Mary’s & Kirkton) |  |  |  |  | *(Note: this section of the tool asks for a single, collective narrative for each of positive, negative, or not known given as a response in one or more areas)* |
| Lochee (Lochee / Beechwood, Charleston & Menzieshill) |  |  |  |  |
| Coldside (Hilltown, Fairmuir & Coldside) |  |  |  |  |
| Maryfield (Stobswell & City Centre) |  |  |  |  |
| North East (Whitfield, Fintry & Mill O’Mains) |  |  |  |  |
| East End (Mid Craigie, Linlathen & Douglas) |  |  |  |  |
| The Ferry |  |  |  |  |
| West End |  |  |  |  |

**Household Group**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Looked After Children & Care Leavers |  |  |  |  |  |
| Carers |  |  |  |  |  |
| Lone Parent Families |  |  |  |  |  |
| Single Female Households with Children |  |  |  |  |  |
| Greater Number of Children and/or Young Children |  |  |  |  |  |
| Pensioners – single / couple |  |  |  |  |  |
| Unskilled Workers or Unemployed |  |  |  |  |  |
| Serious & Enduring Mental Health Problems |  |  |  |  |  |
| Homeless |  |  |  |  |  |
| Drug and/or Alcohol Problems |  |  |  |  |  |
| Offenders and Ex-Offenders |  |  |  |  |  |

**Socio-Economic Disadvantage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Employment Status |  |  |  |  |  |
| Education & Skills |  |  |  |  |  |
| Income |  |  |  |  |  |
| Fuel Poverty |  |  |  |  |  |
| Caring Responsibilities (including Childcare) |  |  |  |  |  |
| Affordability and Accessibility of Services |  |  |  |  |  |

**Inequalities of Outcome**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Cost of Living / Poverty Premium |  |  |  |  |  |
| Connectivity / Internet Access |  |  |  |  |  |
| Income / Benefit Advice / Income Maximisation |  |  |  |  |  |
| Employment Opportunities |  |  |  |  |  |
| Education |  |  |  |  |  |
| Health |  |  |  |  |  |
| Life Expectancy |  |  |  |  |  |
| Mental Health |  |  |  |  |  |
| Overweight / Obesity |  |  |  |  |  |
| Child Health |  |  |  |  |  |
| Neighbourhood Satisfaction |  |  |  |  |  |
| Transport |  |  |  |  |  |

­­­­­­­­­­**Environment**

**Climate Change**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Mitigating Greenhouse Gases |  |  |  |  |  |
| Adapting to the Effects of Climate Change |  |  |  |  |  |

**Resource Use**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Energy Efficiency and Consumption |  |  |  |  |  |
| Prevention, Reduction, Re-use, Recovery, or Recycling of Waste |  |  |  |  |  |
| Sustainable Procurement |  |  |  |  |  |

**Transport**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Accessible Transport Provision |  |  |  |  |  |
| Sustainable Modes of Transport |  |  |  |  |  |

**Natural Environment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Air, Land and Water Quality |  |  |  |  |  |
| Biodiversity |  |  |  |  |  |
| Open and Green Spaces |  |  |  |  |  |

**Built Environment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Built Heritage |  |  |  |  |  |
| Housing |  |  |  |  |  |

**Strategic Environmental Assessment**

Use the [SEA flowchart](https://www.gov.scot/publications/strategic-environmental-assessment-guidance/pages/2/) to determine whether your proposal requires SEA.

|  |  |
| --- | --- |
| No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environmental Assessment (Scotland) Act 2005 | (No further response needed) |
| It has been determined that the proposal will have no or minimal environmental effects. The reason(s) for this determination are set out in the following SEA pre-screening determination section | *SEA Pre-Screening Determination: Explain how you made the determination that the Plan, Programme or Strategy will have no or minimal negative environmental effect:* |
| Screening has determined that the proposal is unlikely to have any significant environmental effects. The reason(s) for this determination are set out in the Screening Report, a copy of which will be available to view at www.dundeecity.gov.uk/cplanning/sea | *Need to insert the ‘Summary of Environmental Effects’ from your SEA screening report* |
| Screening has determined that the proposal is likely to have significant environmental effects and as a consequence an environmental assessment is necessary. A Scoping Report, which will determine the scope of the environmental assessment is being prepared for submission to the statutory Consultation Authorities for consideration | *Need to insert the ‘Summary of Environmental Effects’ from your SEA screening report* |
| Screening determined that the proposal was likely to have significant environmental effects and as a consequence an environmental assessment was necessary. An Environmental Report has been prepared for submission to the statutory Consultation Authorities together with a draft Plan, Programme or Strategy for consideration. A copy of the Environmental Report will be available to view at www.dundeecity.gov.uk/cplanning/sea | *Environmental Implications: Describe the implications of the proposal on the characteristics identified:* |
| *Proposed Mitigating Actions: Describe any mitigating actions which you propose to take to overcome negative impacts or implications:* |

**Corporate Risk**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Positive | No Impact | Negative | Not Known | Explanation of Impact / Mitigations / Unknowns |
| Political Reputational Risk |  |  |  |  |  |
| Economic / Financial Sustainability / Security & Equipment |  |  |  |  |  |
| Social Impact / Safety of Staff & Clients |  |  |  |  |  |
| Technological / Business or Service Interruption |  |  |  |  |  |
| Environmental |  |  |  |  |  |
| Legal / Statutory Obligations |  |  |  |  |  |
| Organisational / Staffing & Competence |  |  |  |  |  |

One of the three statements below will apply

|  |  |  |
| --- | --- | --- |
| The risk implications associated with the subject matter of this report are ‘business as normal’ risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject is routine and has happened many times before without significant impact. |  | *(No further response needed)* |
| There are moderate levels of risk associated with the subject matter of this report. However, having undertaken a full analysis of the upside and downside risks there is a clear benefit in what is proposed and we are satisfied that adequate controls are available to mitigate the downside risks. The downside financial exposure to the Council is less than £250,000 and this together with other areas of risk can be effectively managed. |  | *(No further response needed)* |
| There are considerable risks associated with the subject matter of this report. This is due either to a significant departure from the previous norm of Council activity, the nature of the proposals or the potential for substantial financial or other impact to be sustained. The report incorporates the potential for losses in excess of £250,000 should the downside risk materialise and/or there is potential for the Council’s decision to be challenged and for significant reputational damage. |  | *Proposed Mitigating Actions:* |

**Committee Report Number** (if known):