

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



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Title of Policy/ Proposal	Reserves Strategy
Completion Date	
Completed by	Gary Fairley, Head of Finance and Integrated Service Support
Lead officer	Gary Fairley, Head of Finance and Integrated Service Support

Type of Initiative:

- Policy/Strategy
- Programme/Plan New or Proposed
- Project Changing/Updated
- Service Review or existing
- Function
- Other Statement of Intent.....

1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

In response to the Council's financial position and as recommended by Audit Scotland and our local external auditor, EY, an overarching Reserves Strategy has been developed to clearly set out the purpose for holding these reserves and their use.

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

- The strategy is aimed at securing the financial sustainability of the Council;
- The strategy sets out the purpose for each useable reserve so that members have clarity on this;
- The strategy identifies those reserves that are already committed;
- The strategy sets out proposals to use the capital receipts scheme to fund severance and change costs which otherwise would have to be met from the revenue budget;
- The strategy supports the funding of the proposed VS/ER scheme for 2019 and also the proposed revisions to the VS/ER policy;
- As a consequence the contingency in the Capital Fund will be utilised.

3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/No
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	Yes
The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	Yes
The policy/proposal has no/ minimal impact on the environment	Yes
If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.	

If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
National Publication and Guidance	That it is important to have an agreed reserves strategy
Benchmarking Data	The level of non-committed reserves held across Scotland which as helped inform the strategy for a minimum level of contingent reserve.
Data on quality/outcomes	n/a
Research/literature evidence	Other local authorities and internet research
Service user experience information	n/a
Consultation and involvement findings	Trade Unions have been involved.
Good practice guidelines	Audit Scotland publications
Other (please specify)	n/a
Is any further information required? How will you gather this?	n/a

5. How does the policy meet the different needs of and impact on groups in the community?

	Comments – positive/ negative impact
<p>Equality Groups</p> <ul style="list-style-type: none"> • Older people, people in the middle years • Young people and children • Women, men and transgender people (includes issues relating to pregnancy and maternity) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>Neutral</p> <p>n/a</p> <p>neutral</p> <p>neutral</p> <p>data not available</p> <p>n/a</p> <p>data not available</p> <p>data not available</p> <p>neutral</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed • People on benefits • Single Parents and vulnerable families 	<p>Those vulnerable to falling into poverty</p> <p>n/a</p> <p>neutral impact</p>

<ul style="list-style-type: none"> • Pensioners • Looked after children • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers) • Those involved in the criminal justice system • Those living in the most deprived communities (bottom 20% SIMD areas) • People misusing services • People with low literacy/numeracy • Others e.g. veterans, students 	<p>neutral impact</p> <p>neutral impact</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>neutral impact</p> <p>neutral impact</p> <p>n/a</p> <p>n/a</p> <p>n/a</p> <p>n/a</p>
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities 	<p>Geographical communities</p> <p>n/a</p> <p>n/a</p> <p>n/a</p>

6. Are there any other factors which will affect the way this policies impact on the community or staff groups?

The HRA reserve and the element committed to fund new build supports the Councils ambitious Housing expansion programme. The reserve has been generated from rents and sees this element of the reserve together with future rent income reinvested in housing.

The use of the Capital Fund supports the Council’s capital investment plans.

7. Is any part of this policy/ service to be carried out wholly or partly by contractors?

If yes, how have you included equality and human rights considerations into the contract?

No – all monitored internally.

8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

Electronically and in paper. On request the Council will produce documents in alternative formats e.g. Braille, large print and audio.

9. Please consider how your policy will impact on each of the following?

Objectives	Comments
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Clearly articulates the purpose and use of reserves.
Promotes good relations within and between people with protected characteristics and tackles harassment	Clearly articulates the Councils strategy and supports financial sustainability.
Promotes participation, inclusion, dignity and self	Clearly articulates the Councils strategy and supports

control over decisions	financial sustainability.
Builds family support networks, resilience and community capacity	n/a
Reduces crime and fear of crime	n/a
Promotes healthier lifestyles including <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills 	n/a
Environmental	
Reduce greenhouse gas (GHG) emissions in Midlothian (including carbon management)	n/a
Plan for future climate change	n/a
Pollution: air/ water/ soil/ noise	n/a
Protect coastal and inland waters	n/a
Enhance biodiversity	n/a
Encourage resource efficiency (energy, water, materials and minerals)	n/a
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	n/a
Reduce need to travel / promote sustainable forms or transport	n/a
Improves the physical environment e.g. housing	Yes through supporting the delivery of the new build

quality, public and green space	programme
Economic	
Maximises income and /or reduces income inequality	n/a
Helps young people into positive destinations	n/a
Supports local business	n/a
Helps people to access jobs (both paid and unpaid)	n/a
Improving literacy and numeracy	n/a
Improves working conditions, including equal pay	n/a
Improves local employment opportunities	n/a

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No

11. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
n/a				

12. Sign off by Head of Service/ NHS Project Lead

Name

Date