

Integrated Impact Assessment

1. Title of plan, policy or strategy being assessed

CGI Partnership Arrangements

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

Efficiencies to be achieved from the CGI Partnership arrangement and benefits of transformation of services across Council. These savings will be delivered from the implementation of a series of additional technical improvements including the hardware device refresh project which is underway. Additional opportunities to manage licensing costs more tightly will also be explored further. Potential for further savings with Partnership Arrangements including with other public sector organisations. Potential further rationalisation of technical solutions.

3. Briefly describe public involvement in this proposal to date and planned

This proposal relates to a programme re-set and a revised transformation plan. Therefore no specific public engagement is required for this. The CGI partnership is part of the council's long term business plans however so consultation has taken place with CLT, elected members and approved via committee.

4. Date of IIA

Drafted on 22nd January 2019.

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

IIA reviewed and approved via correspondence between the following people:

Name	Job Title	Date of IIA training	Email
Nicola Harvey	Head of Customer and Digital Services		nicola.harvey2@edinburgh.gov.uk
Carolann Miller	Interim CIO		Carolann.miller@edinburgh.gov.uk
Laura Duncan	Senior Accountant		laura.duncan@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Historical performance of the transformation programme	Yes	That a revised delivery programme is required to allow the council objectives to be delivered

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

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>Staff – delivering higher PC performance with improved reliability, and upskilling staff with new capabilities through Office 365 training</p> <p>Customer service – delivering new online capabilities including an upgraded property/land planning portal and new web services to enable easier access to committee papers</p> <p>Productivity – defining new ways of working to improve workforce capacity through Microsoft Office 365 collaboration services such as SharePoint, Teams, and Planner</p> <p>Negative</p> <p>The revised re-set may have an impact on the Digital Services and CGI teams delivering the programme of works.</p>	<p>Operational Staff</p> <p>Elected Members</p> <p>Operational Staff</p>

Environment and Sustainability	Affected populations
<p>Positive</p> <p>Efficiency – offering cost saving opportunities through reduced travel to meetings, real-time mobile workforce scheduling to allocate jobs and optimise travel routes, and reduced Digital Services running costs through improved governance of storage and documents</p> <p>Negative</p> <p>There are not expected to be any negative environmental and sustainability impacts as a result of this project.</p>	<p>Operational Staff</p>

Economic	Affected populations
<p>Positive</p> <p>Innovation – envisioning workshops are planned with Microsoft to explore how the Council can realise the full value from Office 365 This will include mapping out business scenarios to examine how the Council can use their technologies to address further business challenges and achieve defined goals – this will lead to efficiencies and a better way of working</p> <p>Negative</p> <p>There are not expected to be any negative economic impacts as a result of this project.</p>	<p>Operational Staff</p> <p>Elected Members</p> <p>Other Agencies</p>

8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children's rights , environmental and sustainability issues be addressed?

CGI are accountable for delivering the Transformation programme, Digital Services work closely with CGI to ensure that they are aligned to the council policies and the monthly Partnership will review and address any issues that may arise.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by hearing loss, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

It is not expected that this project will impact on this population of people.

10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005? (see Section 4)

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/A

12. Recommendations (these should be drawn from 6 – 11 above)

Following completion of this IIA there are deemed to be no reasons preventing continuation of this project.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

No public or community engagement or further actions are required.

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date

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14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

There is a monthly programme partnership board chaired by Carolann Miller and attended by operational, Finance, Digital Services and CGI. Any impacts to those other than operational staff will be escalated through the governance process.

15. Sign off by Head of Service

Name Nicola Harvey

Date 30.1.2019

16. Publication

Send completed IIA for publication on the relevant website for your organisation. [See Section 5](#) for contacts.