

Integrated Impact Assessment

1. Title of plan, policy or strategy being assessed

Organisational review of the ICT Service.

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

This proposal will review the current ICT organisational structure, the impact of the transformation programme and then the implementation of a revised structure to support the council business plan and ambitions.

The review will focus on the role CGI play in supporting the council and the roles and responsibilities of the ICT team.

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

This proposal relates to a revised ICT service structure and therefore there is no direct involvement from the public in this proposal. CLT, the Executive Director and the Head of Service have full awareness of this proposal.

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?
Overlap of functions between CGI and ICT	Yes	A revised structure is required to ensure that CGI and Digital Services work in harmony rather than overlap

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

Equality, Health and Wellbeing and Human Rights	Affected populations
Positive Staff – A motivated staff that are focussed on delivering the council Digital services. This will include the upskilling of staff	Operational Staff
Negative As with any structural change it can cause uncertainty	Operational Staff

Environment and Sustainability	Affected populations
Positive Efficiency – offering cost saving opportunities through change in structure	Operational Staff
Negative There are not expected to be any negative environmental and sustainability impacts as a result of this project.	

<p>Economic</p> <p>Positive</p> <p>There are not expected to be any positive economic impacts as a result of this project.</p> <p>Negative</p> <p>There are not expected to be any negative economic impacts as a result of this project.</p>	<p>Affected populations</p>
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- 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?**

There are no third parties involved in this proposal

- 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

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

This process will be managed by the Head of Service Nicola Harvey and she will provide regular updates to CLT and Elected Members as required.

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.