

Integrated Impact Assessment – Summary Report

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

Interim Report

1. Title of proposal

Electronic Voting for Council Meetings

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

Votes during Council and committee meetings will be cast electronically using microphones in the meeting room and voting buttons on Microsoft Teams. Voting results will be displayed on screens in the meeting room, on the Teams meeting and on the webcast. This will enable more equitable participation for members joining on Teams than currently. More accurate and accessible voting records will be produced.

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

Members of the public are not involved in this proposal, but improved accessibility of meetings and decisions are anticipated. Elected members of the Council are the stakeholder group that will be using the proposed system.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

No.

5. Date of IIA

19 February 2026

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

| Name | Job Title | Date of IIA training |
|------------------------|---|-----------------------------|
| Rachel Gentleman | Facilitator, lead officer, report writer / Committee Services Manager | 6 November 2025 |
| Natalie Carter-Osborne | Committee Officer | N/A |
| Paul Sorensen | AV Technician | N/A |

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|---|------------|-----|
| Various councillors (written feedback provided) | Councillor | N/A |
| Lothian Centre for Inclusive Living (written feedback provided) | CEO | N/A |

7. Evidence available at the time of the IIA

| Evidence | Available – detail source | Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal |
|---|---|--|
| Data on populations in need – where available use disaggregated data | N/A | Councillors are the affected group, but the proposal will improve accessibility of council decisions for general public |
| Data on service uptake/access | Experience | Councillors have various needs (including accessibility) which should be considered. Efforts are ongoing to make elected office more accessible so in future more diverse range of needs will require to be accommodated. Current voting method of raising arm above head, or standing in place, regularly and for prolong periods could be more difficult for people with certain disabilities. Voting via a touch screen is less physically onerous. |
| Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation | N/A | Not affected by this proposal. |
| Data on equality outcomes | No data | Members will be required to press button on microphone touchscreen. This may affect some disabled people. Unable to quantify as would be specific to each individual. (See response to Data on service uptake/access) |
| Research/literature evidence | Operating manual/procedure Demonstrations | Members will be required to press button on microphone touchscreen. This may affect some disabled people. |
| Public/patient/client experience information | Feedback from public / members | Voting is currently difficult to follow for those watching meetings to understand outcome/decisions. The proposal should improve this. Voting records will be more readily accessible. |

| Evidence | Available – detail source | Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal |
|---|--------------------------------------|---|
| | | Member feedback on audit trails, risk of errors in vote counts currently. The proposal should improve this. Desire to see how other members are voting in real-time. The proposal should improve this, particularly for members on Teams. |
| Evidence of inclusive engagement of people who use the service and involvement findings | As above. | As above. |
| Evidence of unmet need | N/A | |
| Good practice guidelines | Audit Scotland / Improvement service | Councils should aim to be as transparent as possible. A visual representation of live voting can improve accessibility and understanding. |
| Carbon emissions generated/reduced data | N/A | |
| Environmental data | N/A | |
| Risk from cumulative impacts | N/A | |
| Other (please specify) | | |
| Additional evidence required | | |

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

| Equality, Health and Wellbeing and Human Rights and Children’s Rights | Affected populations |
|---|-----------------------------|
| Positive General population will have more transparent access to decision making Increase confidence in the accuracy of voting | All |

| | |
|--|--------------------------------------|
| Equality, Health and Wellbeing and Human Rights and Children’s Rights | Affected populations |
| Some disabled people may find it easier to press buttons on the mic than raising their hand for an extended period of time. Greater equality of participation for members joining online which improves access. | |
| Negative Some members with visual impairment/other disabilities may require support to use voting buttons. | Councillors with accessibility needs |

| | |
|--|-----------------------------|
| Environment and Sustainability including climate change emissions and impacts | Affected populations |
| Positive Improved accessibility of meetings and decisions may reduce the need to travel to council meeting venues. | All |
| Negative N/A | |

| | |
|------------------------|-----------------------------|
| Economic | Affected populations |
| Positive N/A | |
| Negative N/A | |

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

Third party supplier software will be utilised, but the proposal will be managed and delivered by CEC staff. Contract management ensures continued compliance with contract terms including fair work, environment/sustainability and other good practice.

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

Communication and engagement will take place with elected members as users of the system. User guides will be created to aid understanding of users. Training sessions will be carried out for members.

11. Is the plan, programme, strategy or policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a Strategic Environmental Assessment (SEA) will be required and the impacts identified in the IIA should be included in this. See section 2.10 in the Guidance for further information.

No.

12. Additional Information and Evidence Required

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

Further consideration is required of specific impacts on disabled people. This will require further information from developer and feedback from affected groups. As impacts will be different for each person and disability, mitigations will be considered on a case-by-case basis to ensure the system is accessible as possible for all.

A final IIA will be completed following delivery of the software when testing with groups can take place.

13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) Please complete:

| Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts) | Who will take them forward (name and job title) | Deadline for progressing | Review date |
|---|--|--|--------------------|
| Consult with individual elected members to identify and address needs | Rachel Gentleman, Committee Services Manager | October 2026, and when new members are elected | |
| Consider compatibility of microphones with accessibility technologies | Rachel Gentleman, Committee Services Manager | April 2026 | |
| Testing the system with a range of users with differing abilities | Rachel Gentleman, | October 2026 | |

| Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts) | Who will take them forward (name and job title) | Deadline for progressing | Review date |
|--|---|--------------------------|-------------|
| before final implementation to identify further actions | Committee Services Manager | | |

14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?

No.

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

Ongoing feedback will be considered and actioned as appropriate. Elected members will be consulted upon election to identify any individual needs, and appropriate mitigations can be put in place at this time.

16. Sign off by Head of Service

Name

Gavin King, Head of Democracy and Governance

Date

25 February 2026

17. Publication

Completed and signed IIAs should be sent to: integratedimpactassessments@edinburgh.gov.uk to be published on the Council website www.edinburgh.gov.uk/impactassessments

Edinburgh Integration Joint Board/Health and Social Care
sarah.bryson@edinburgh.gov.uk to be published at
www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/