

## ~~Interim~~ Integrated Impact Assessment – Summary Report

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

**1. Title of proposal**

Event and Venue Booking Policy

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

The Council will have a clear policy for the booking of events and venues which are owned and/or managed by the Council.

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

None. The development of this Council policy is to support decision making when enquiries are received to book Council venues for events.

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

No

**5. Date of IIA**

Interim IIA - 19.12.2023

Final IIA – 02.04.2025

**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)**

<b>Name</b>	<b>Job Title</b>	<b>Date of IIA training</b>
Karl Chapman	Head of Heritage, Museums and Cultural Venues	Training completed
Anna Adshead	Business Development Manager	
Evelyn Kilmurry	Head of Libraries, Sport and Wellbeing	Refresher: August 2023
Scott Donkin	Library Development Manager	Training completed

<b>Name</b>	<b>Job Title</b>	<b>Date of IIA training</b>
Alison Coburn	Operations Manager	Refresher 21.11.2023

## 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	Census Data  Council booking systems data	Data for venue and events bookings captured. This provides details of the number, frequency and type of events booked.
Data on service uptake/access	Council booking systems data	Venue and room booking statistics from booking systems
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	Edinburgh by Numbers/SIMD data	
Data on equality outcomes		
Research/literature evidence		Review of policy approaches for other local authorities and venues Legal advice requested/provided Outcome of previous legal proceedings in respect of venue booking arrangements
Public/patient/client experience information		Customer and Client data for Cultural Venues
Evidence of inclusive engagement of people who use the service and involvement findings		N/A
Evidence of unmet need		N/A
Good practice guidelines		Approaches from other local authorities and venues reviewed
Carbon emissions generated/reduced data		N/A

<b>Evidence</b>	<b>Available – detail source</b>	<b>Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal</b>
Environmental data		N/A
Risk from cumulative impacts		No risk identified
Other (please specify)		
Additional evidence required		

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

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <ul style="list-style-type: none"> <li>The policy has been developed to protect the rights of all citizens in respect of freedom of speech and human rights, aligned to legislation, to ensure that equal access is provided for Council venues. The policy will also be shared with venues which are managed on behalf of the Council to ensure that appropriate policies to protect freedom of speech and human rights.</li> <li>The current arrangements have led to concerns being expressed about some events taking place in Council venues. By defining the Council’s policy clearly to maintain freedom of speech and human rights it enables the Council to provide consistent and transparent responses to booking enquiries. This is expected to have a positive impact for event organisers in the future in recognising that Council venues could be used (subject to availability) in accordance with legislation, where currently they may have been advised that the Council would not host events and/or they have not contacted the Council as they assumed that a venue would not be available.</li> <li>The policy also provides clarity for Council employees and Elected Members on the Council’s policy for dealing with enquiries about venue bookings, particularly where there may be differences of opinion.</li> </ul>	<p>Everyone</p> <p>Everyone</p> <p>Council employees and Elected Members</p>

<b>Negative</b>	
<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<ul style="list-style-type: none"> <li>• Venue bookings may proceed where there may be opposing views, and which could be contrary to the views of some citizens, Elected Members and/or Council employees. This may lead to complaints or concerns about the use of Council venues and/or prompt negative responses.</li> <li>• Employee wellbeing could be impacted if events conflict with their personal views/beliefs or where representations about the event leave employees feeling unsafe at work.</li> <li>• Equalities groups may decide not to use Council's venues due to the Council's implementation of the booking policy due to the nature of some events and meetings taking place.</li> </ul>	<p>Everyone, including Council employees and Elected Members</p> <p>Council employees</p> <p>Everyone, including Council employees and Elected Members</p>

<b>Environment and Sustainability including climate change emissions and impacts</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <ul style="list-style-type: none"> <li>• The policy does not directly address environmental or sustainability impacts. However, the venue booking arrangements which are procured focus on promoting sustainability within Council venues whenever possible in line with the Council Business Plan.</li> </ul>	N/A
<p><b>Negative</b></p> <ul style="list-style-type: none"> <li>• No negative environmental or sustainability impacts have been identified. Officers recognise that the arrangements for some events may include environmental or sustainability impacts, however, there have been no impacts identified from the policy itself at this stage.</li> </ul>	N/A

<b>Economic</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <ul style="list-style-type: none"> <li>• While the policy itself does not directly contribute positively or negative economic impacts, the hosting of events leads to a positive economic impact for the city. The impact of major events is usually assessed separately.</li> </ul>	Everyone

**Negative**

- It is possible that the new Council policy for Event and Venue Bookings, aligned to the appropriate legislation, may discourage or prevent some event/meeting organisers from considering Council venues.
- Controversial subjects may lead to demonstrations, or expressions of strong opposing views. This may have negative impacts on the Council’s reputation and/or on the Council employees based within venues.
- It is possible that the requirement that organisers responsibility for security arrangements (or other measures) may discourage or prevent some events from considering Council venues and/or may impact on the organiser’s finances.

Everyone

Council employees/Elected Members

Event/meeting organisers

**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?**

The policy itself covers the venues which are booked directly with the Council. However, there are Council buildings which are managed/operated by other organisations on behalf of the Council. [The policy is published on the Council website and has been shared with some organisations who manage/operate Council owned buildings](#) (see mitigating action below).

**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.**

The policy [is published on the Council website \(and other associated websites\)](#) and can be made available in other languages. Support will also be available for people enquiring about Council venues to ensure that the policy is understood.

Officers will encourage organisations operating venues on behalf of the Council to publish their own policies and/or to link to the Council policy.

**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.**

This policy is not expected to result in any significant environmental impacts.

**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.

[The interim IIA has been reviewed as part of the first annual review of the policy.](#) It is intended to monitor implementation of the policy (including complaints received) and to review the impacts identified [on an annual basis](#).

**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:**

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and job title)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
The Council is expected to uphold freedom of speech and human rights legislation. By implementing this policy, the Council accepts that there may be differing views of the events taking place in Council venues. Continue to monitor implementation (consistency) and review/refresh policy in response to feedback.	Head of Heritage, Cultural Venues and Museums	January 2025	By January 2027
Complaints should be dealt with following the Council's complaints procedure. A record of complaints received will be retained and monitored, with any recommendations progressed.  A small number of complaints have been received in the first year.	All Council Service areas to record complaints.  Review – Head of Heritage, Cultural Venues and Museums	From policy implementation date	January 2025 and annually thereafter
Officers will seek support if required from other agencies (e.g. Police Scotland) where decisions are taken to proceed with events which may be controversial	Service Manager/Head of Service responsible for venue	From policy implementation date	On-going
Appropriate wellbeing arrangements are put in place to ensure that employees feel supported and are able to carry out their role without fear	Service Manager/Head of Service responsible for venue	From policy implementation date	On-going
Ensure event organisers are clear on their responsibilities in respect of ensure venue and employee safety	Service Manager/Head of Service responsible for venue	From policy implementation date	On-going
Training to be rolled out for employees on implementing the policy and support arrangements in place	Head of Heritage, Cultural Venues and Museums with Heads of Service and Service Managers	From May 2025	Review annually

Ensuring everyone feels that they have the tools and information required to support the safe and effective delivery of the event	Head of Heritage, Cultural Venues and Museums with Heads of Service	From policy implementation date	On-going
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<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and job title)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
	and Service Managers		
Update the Council's Terms and Conditions for venues and event booking (to include sustainability and environmental impacts)	Head of Legal Services	May 2025	N/A
Follow up with ALEOs and also Council venues which are administered by others to ensure that the Council's new policy is understood and to check alignment with ALEO policies. Ensure clarity on the process for complaints.	Head of Heritage, Cultural Venues and Museums and Head of Libraries, Sport and Wellbeing	June 2025	Annually thereafter
Explore, as part of the implementation of the Community Centre Strategy, how to ensure that the Council's policy is known and understood. Ensure clarity on process for complaints.	Head of Community Empowerment	June 2025	Annually thereafter
Develop training tools which can be made available to Council employees and other organisations (if appropriate).	Head of Heritage, Cultural Venues and Museums	May 2025	Review annually
Encourage completion of complaints awareness and unconscious bias training	Heads of Service and Service Managers		

**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?**

Implementation of the policy will be monitored, with event organisers, Council employees and Elected Members asked to contribute to feedback on the policy in operation. Data from the booking enquiries and complaints will also be reviewed to consider if the policy has impacted people with protected characteristics.

**16. Ign off by Head of Service**

**Name:** Karl Chapman, Head of Heritage, Cultural Venues and Museums and Galleries

**Date:** 02.04.2025

## 17. Publication

Completed and signed IIAs should be sent to:  
[integratedimpactassessments@edinburgh.gov.uk](mailto:integratedimpactassessments@edinburgh.gov.uk) to be published on the  
Council website [www.edinburgh.gov.uk/impactassessments](http://www.edinburgh.gov.uk/impactassessments)  
**Edinburgh Integration Joint Board/Health and Social Care**  
[sarah.bryson@edinburgh.gov.uk](mailto:sarah.bryson@edinburgh.gov.uk) to be published at  
[www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/](http://www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/)