

Gosport Borough Council
Integrated Impact Assessment (IIA)

Completion Instructions for IIA Leads:

Use this IIA **during development** to initially assess the likely impact, on both customers and staff, of a proposed new policy, strategy, function or service or a proposed change to an existing one. This IIA aims to provide an early warning of any potential issues that could adversely impact our customers or staff or result in costly errors in terms of financial or reputational management. Evaluating the proposed changes against our key considerations regarding equality & diversity and climate change allows us to modify or mitigate any adverse impacts **before** implementation. It also demonstrates transparency in the Council’s decision making. It is a working document with named Subject Expert Officers (SEOs) who can support you - as the IIA Lead, through this process. Please do ask the SEOs for advice about potential impacts.

Impacts in the template are marked: +ve (positive) -ve (negative) or neutral. Once completed the IIA must be signed off by your Head of Service and a summary copy attached to the Board or Committee report. Officers have a Duty to ensure that Councillors/decision makers understand the impact of decisions before those decisions are made.

Policy/Strategy/Function/ Project	New	Existing	IIA Lead	Contact Details	Date
Annual Review of Code of Conduct for Members		✓	Paul Grant	paul.grant@gosport.gov.uk	5 November 2021

What is the aim of this policy/strategy/function/project? What will it change ?
The Council has committed to an annual review of the Code of Conduct for Councillors in its response to the Committee on

Standards in Public Life, Chaired by Lord Evans of Weardale, and recognised in that response that there may be elements of the best practice recommendations set out in the Weardale report that could be incorporate – and improve – the existing code. It is also a timely review as the current code was introduced in May 2019.

It is proposed that a working group convened of members from the Committee is established to consider the Weardale report best practice recommendations further and to look at how supporting the Borough Solicitor in proposing amendments for consideration by the Policy and Organisation Board and Full Council.

Has any consultation been undertaken on this proposed change? **yes** **no**

If yes, summarise the methods used and results of the consultation:

Consultation will be considered as part of the working group outcomes depending on the nature of what is proposed for changes to the Code.

A. EQUALITY & DIVERSITY

The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

Having due regard means considering how this policy, strategy, project or function has or will advance equal opportunities for each of the protected groups below.

Please note: If this proposal means a change in the availability, degree of provision or access to a service, benefit or facility for any group of people, then this Equality & Diversity impact assessment must be completed to assess if this proposal could be deemed unlawfully discriminatory.

SEO for support to complete this section- Mandy Baggaley, CPCS, x5695 mandy.baggaley@gosport.go.uk				
Protected Characteristic	+ ive	- ive	Neutral	Explanation of Impact
Age			X	<p>We will consider how the procedure of making complaints will be made more accessible by enabling access through a variety of means rather than just online.</p> <p>The Code of Conduct and procedure of making a complaint will be reviewed to ensure compliance with the Council’s Accessible Communication Guidance which includes consideration of requests for information additional formats and languages .</p>
Disability	X			
Gender reassignment			X	
Marriage and Civil Partnership			X	
Pregnancy			X	
Race (ethnicity, nationality, colour)			X	
Religion or Belief (and lack of belief)			X	
Sex			X	
Sexual Orientation			X	
<p>The Armed Forces Bill places a new duty on public bodies to have due regard to ensure those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. Please refer to these resources for more information about the needs and characteristics of the armed forces community and our commitment to the Covenant. GBC Covenant Agreement 2020 Local AFC Profile, needs assessment, resources</p>				
Section of the Armed Forces Community	+ ive	- ive	Neutral	Explanation of Impact
All			X	As above
Are there any other groups which could be impacted (e.g. socially or financially excluded) by this item? If yes, identify below:				

What actions will be taken to address/ mitigate potential negative impacts identified:		
Action	By whom	By when
Ensure reviewed Code and related procedures and any amendments to them are accessible in accordance with the Councils Accessible Communications Guidance	Borough Solicitor	Following review of Code and presentation to Policy & Organisation Board

B. CLIMATE CHANGE & ENVIRONMENT

Consider how this change will have an impact with regard to

- **Greenhouse gas emissions**
- **Ability to adapt to the impacts of climate change**
- **Waste Management**
- **Air Quality**
- **Natural Environment**

SEOs for support to complete this section- Tim Pratt, CPCS, x5573 tim.pratt@gosport.gov.uk

Greenhouse Gas Emissions	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions from buildings	Gas or electricity use and provision of renewable electricity, by GBC or others				N/A
Emissions from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC or others				N/A

Emissions from agriculture and land use	Creation or removal of carbon sinks in Gosport, and changes to food consumption				N/A
Embedded emissions	Emissions from manufacturing goods and materials used by GBC or others				N/A
Climate Change Adaptation	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Vulnerability to storms	Flood prevention and extent to which buildings, habitats and species would be affected by flooding and high winds				N/A
Vulnerability to heat waves	Provision of shading, ventilation and insulation in buildings, and extent to which habitats and species would be affected by heat				N/A
Vulnerability to drought	Water use in buildings, agriculture, and industrial processes, and extent to which habitats and species would be affected by drought				N/A
Vulnerability to food insecurity	Opportunity for local food production				N/A
Waste Management	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Amount of waste generated	Levels of consumption by GBC, households and businesses, and extent to which materials used are reusable				N/A
Proportion of waste recycled	Recyclability of materials used by GBC, households and businesses, and provision of recycling services				N/A

Air Quality	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions of key pollutants from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC and others; impacts on congestion and amount of idling of more vehicles				N/A
Emissions of key pollutants from industrial processes	Emissions from chemical processes				N/A
Emissions of key pollutants from other sources	Domestic and other fires				N/A
Impact of key pollutants	Rate at which pollutants are absorbed or dispersed				N/A
Natural Environment	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Sustainability of public spaces	Amount of vegetation and maintenance				N/A
Biodiversity and quality of habitats	General impacts on habitats and direct impacts on species of concern				N/A
What actions will be taken to address/ mitigate potential negative impacts identified:					
Action	By whom			By when	

C. IIA SUMMARY				
Have any positive or negative impacts been identified in sections A and B?				
Subject	+ ive	- ive	Explanation	
A. Equality & Diversity	✓		We will consider how access to the complaints procedure can be improved.	
B. Climate Change & Environment			N/A	
Can any negative impacts be mitigated?				
Subject	Yes	No	N/A	Explanation
A. Equality & Diversity			✓	N/A
B. Climate Change & Environment			✓	N/A
Is further assessment in either subject area necessary to conclude this assessment?				
Subject	Yes	No	If yes, timetable for completion	
A. Equality & Diversity		✓		
B. Climate Change & Environment		✓		

D. IIA CONCLUSION

✓ This IIA is complete. No further assessment is required if identified actions are undertaken. This summary can be included with Board or Committee reports.

This IIA identified further assessment should be undertaken in the identified areas before implementation of this proposed change.

Signed by Head of Service:

Date: 8 November 2021