
Island Communities Impact Assessments

Version 2, updated April 2024



SHETLAND
ISLANDS COUNCIL

Island Communities Impact Assessment

Insert Policy, Strategy or Service Title

PRELIMINARY CONSIDERATIONS	Responses
Please provide a brief description or summary of the policy, strategy or service under review for the purposes of this assessment.	Commission Financial Health and Fuel Poverty Advice Service
STEP 1 - Develop a clear understanding of your objectives	Responses
What are the objectives of the policy, strategy or service?	To review the means of delivering the service.
Do you need to consult?	No
How are islands identified for the purpose of the policy, strategy or service?	The service must be available throughout all of Shetland's islands.
What are the intended impacts/outcomes and how do these potentially differ in the islands?	Access to Financial Health Service (improved money management skills, removal / reduction in household debt) and Fuel Poverty Advice Service (tailored support to reduce energy bills).
Is the policy, strategy or service new?	No
STEP 2 - Gather your data and identify your stakeholders	Responses
What data is available about the current situation in the islands?	Shetland Partnership Plan Indicators, Annual Child Poverty Action Report, current service delivery.
Do you need to consult?	No
How does any existing data differ between islands?	
Are there any existing design features or mitigations in place?	
STEP 3 - Consultation	Responses
Who do you need to consult with?	None required.
How will you carry out your consultation and in what timescales?	N/A
What questions will you ask when considering how to address island realities?	N/A
What information has already been gathered through consultations and what concerns have been raised previously by island communities?	Aware, through Community Involvement and Development Officers, and Islands with Small Populations Locality Plan processes, that residents of all islands receive

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	direct support through the current service delivery.
Is your consultation robust and meaningful and sufficient to comply with the Section 7 duty?	Yes
STEP 4 - Assessment	Responses
Does your assessment identify any unique impacts on island communities?	No
Does your assessment identify any potential barriers or wider impacts?	No
How will you address these?	N/A
<p>You must now determine whether in your opinion your policy, strategy or service is likely to have an effect on an island community, which is significantly different from its effect on other communities (including other island communities).</p> <p>If your answer is NO to the above question, a full ICIA will NOT be required and <u>you can proceed to Step SEVEN.</u></p> <p>If the answer is YES, an ICIA must be prepared and <u>you should proceed to Step FIVE.</u></p> <p>To form your opinion, the following questions should be considered:</p> <ul style="list-style-type: none"> • Does the evidence show different circumstances or different expectations or needs, or different experiences or outcomes (such as different levels of satisfaction, or different rates of participation)? • Are these different effects likely? • Are these effects significantly different? • Could the effect amount to a disadvantage for an island community compared to the mainland or between island groups? 	
STEP 5 – Preparing your ICIA	Responses
In Step Five, you should describe the likely significantly different effect of the policy, strategy or service:	
Assess the extent to which you consider that the policy, strategy or service can be developed or delivered in such a manner as to improve or mitigate, for island communities, the outcomes resulting from it.	
Consider alternative delivery mechanisms and whether further consultation is required.	

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Describe how these alternative delivery mechanisms will improve or mitigate outcomes for island communities.	
Identify resources required to improve or mitigate outcomes for island communities.	
STEP 6 - Making adjustments to your work	Responses
Should delivery mechanisms/mitigations vary in different communities?	
Do you need to consult with island communities in respect of mechanisms or mitigations?	
Have island circumstances been factored into the evaluation process?	
Have any island-specific indicators/targets been identified that require monitoring?	
How will outcomes be measured on the islands?	
How has the policy, strategy or service affected island communities?	
How will lessons learned in this ICIA inform future policy making and service delivery?	
STEP 7 - Publishing your ICIA	Responses
Have you presented your ICIA in an Easy Read format?	No
Does it need to be presented in Gaelic or any other language?	No
Where will you publish your ICIA and will relevant stakeholders be able to easily access it?	<u>Island Communities Impact Assessments – Shetland Islands Council</u>
Who will sign-off your final ICIA and why?	Executive Manager – Community Planning & Development

ICIAs must be signed off by the staff member who completes it. They must then be approved and signed off by an executive manager or director. If an executive manager completes the ICIA, then the director should approve the ICIA.

ICIA completed by:	Emma Perring
Position:	Team Leader – Community Planning
Signature:	Emma Perring
Date complete:	03/11/2025

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ICIA approved by (Executive Manager or Director):	<i>Alan GRIFF</i>
Position:	<i>DIRECTOR OF DEV SERVICES</i>
Signature:	
Date approved:	<i>26/4/25</i>

Once approved and both the signature boxes are complete, you should publish the ICIA in PDF format on the [Island Communities Impact Assessments](#) page of the Shetland Islands Council website. All services should have a staff member who can edit the website. If not, please contact Community Planning and Development.

Even if a full assessment is not required (where the answer to Step 4 is no), this should still be published.

