

## Island Communities Impact Assessment

### Screening exercise

#### Elected Member Development Policy

STEP 1 - Develop a clear understanding of your objectives	Responses
<ul style="list-style-type: none"> <li>• What are the objectives of the policy, strategy or service?</li>   <li>• Do you need to consult?</li>   <li>• How are islands identified for the purpose of the policy, strategy or service?</li>   <li>• What are the intended impacts/outcomes and how do these potentially differ in the islands?</li>   <li>• Is the policy, strategy or service new?</li> </ul>	<p>To set out the Council's commitment to the principle of elected Member development, helping to clarify the approach that is taken, roles and responsibilities.</p> <p>Consultation has taken place with relevant internal stakeholders.</p> <p>There is no geographic distinctions in the policy.</p> <p>The intended outcome is to have elected Members who feel they possess the necessary skills, knowledge and experience to be able to fulfil their roles. The approach is applied in a consistent way and will include Elected Members with islands in their Wards.</p> <p>Yes</p>
STEP 2 - Gather your data and identify your stakeholders	Responses
<ul style="list-style-type: none"> <li>• What data is available about the current situation in the islands?</li>   <li>• Do you need to consult?</li>   <li>• How does any existing data differ between islands?</li>   <li>• Are there any existing design features or mitigations in place?</li> </ul>	<p>There is no islands dimension to this policy as it applies universally to all elected Members. Training courses are always organised at times that are most convenient for Members to attend, with opportunities to engage remotely.</p> <p>No</p> <p>N/A</p> <p>N/A</p>
STEP 3 - consultation	Responses
<ul style="list-style-type: none"> <li>• Who do you need to consult with?</li>   <li>• How will you carry out your consultation and in what timescales?</li> </ul>	<p>This has been done as part of the development process for the policy.</p> <p>N/A</p>

<ul style="list-style-type: none"> <li>• What questions will you ask when considering how to address island realities?</li> <li>• What information has already been gathered through consultations and what concerns have been raised previously by island communities?</li> <li>• Is your consultation robust and meaningful and sufficient to comply with the Section 7 duty?</li> </ul>	<p>N/A</p> <p>None</p> <p>Yes</p>
<p><b>STEP 4 - assessment</b></p>	<p><b>Responses</b></p>
<ul style="list-style-type: none"> <li>• Does your assessment identify any unique impacts on island communities?</li> <li>• Does your assessment identify any potential barriers or wider impacts?</li> <li>• How will you address these?</li> </ul> <p><b>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).</b></p> <p>If your answer is <b>NO</b> to the above question, a full ICIA will NOT be required and <b><u>you can proceed to Step Six.</u></b></p>	<p>No</p> <p>No</p> <p>N/A</p> <p>No - it is not felt that the Elected Member Development Policy will have an effect on an island community which is significantly different from its effect on other communities.</p>
<p><b>STEP 6 - making adjustments to your work</b></p>	<p><b>Responses</b></p>
<ul style="list-style-type: none"> <li>• Should delivery mechanisms/mitigations vary in different communities?</li> <li>• Do you need to consult with island communities in respect of mechanisms or mitigations?</li> <li>• Have island circumstances been factored into the evaluation process?</li> <li>• Have any island-specific indicators/targets been identified that require monitoring?</li> <li>• How will outcomes be measured on the islands?</li> </ul>	<p>No</p> <p>No</p> <p>N/A</p> <p>N/A</p> <p>Elected Members with islands in their wards will be engaged in the Personal Development process and feedback will be sought from them after each development event. If these identify any islands</p>

<ul style="list-style-type: none"> <li>• How has the policy, strategy or service affected island communities?</li> <li>• How will lessons learned in this ICIA inform future policy making and service delivery?</li> </ul>	<p>issues, like the timing or venue of a training event, these will be addressed.</p> <p>N/A</p> <p>N/A</p>
<b>STEP 7 - publishing your ICIA</b>	<b>Responses</b>
<p>Have you presented your ICIA in an Easy Read format?</p> <p>Does it need to be presented in Gaelic or any other language?</p> <p>Where will you publish your ICIA and will relevant stakeholders be able to easily access it?</p> <p>Who will sign-off your final ICIA and why?</p>	<p>N/A as no ICIA carried out beyond this screening exercise.</p> <p>No</p> <p>Shetland Islands Council website</p> <p>Executive Manager - Executive Services</p>

ICIA written by:	Peter Peterson
Position:	Executive Manager - Executive Services
Signature:	Peter Peterson (signed digitally)
Date approved:	23/11/21

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