
Island Communities Impact Assessments



SHETLAND
ISLANDS COUNCIL

Island Communities Impact Assessment
Community Council Scheme of Establishment

PRELIMINARY CONSIDERATIONS	Responses
<p>Please provide a brief description or summary of the policy, strategy or service under review for the purposes of this assessment.</p>	<p>Review seeking to amend the existing Community Council Scheme of Establishment, which was last formally reviewed in 1994/96. The Scheme Review will include proposals to update governance arrangements and resource allocation to Community Councils.</p> <p>The Community Council Scheme of Establishment includes the Community Councils Composition, which includes a number of island communities/Community Councils.</p> <p>Whilst on balance an assessment was not statutorily required under the Islands (Scotland) Act 2018, an assessment was undertaken anyway given the strong island 'element' applicable to Community Council arrangements in Shetland.</p>
STEP 1 - Develop a clear understanding of your objectives	Responses
<p>What are the objectives of the policy, strategy or service?</p>	<p>To undertake a comprehensive review of the Community Council Scheme of Establishment in line with best practice and to ensure that the statutory requirements, community objectives and overall efficiency of arrangements remain modern and fit for purpose.</p>
<p>Do you need to consult?</p>	<p>To review the Community Council Scheme of Establishment, the Council is required to follow certain statutorily prescribed processes, which includes undertaking three rounds of public consultation. The consultation phases must be conducted in a pre-set sequence and are subject to minimum consultation time periods.</p>

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How are islands identified for the purpose of the policy, strategy or service?	There are a number of individual island Community Councils as well as islands that are attached to mainland Community Councils.
What are the intended impacts/outcomes and how do these potentially differ in the islands?	To undertake a review of the Community Council Scheme of Establishment to ensure that the statutory requirements, community objectives and overall efficiency of arrangements remain modern and fit for purpose. The Scheme Review also included consideration of Community Council funding and the development of a new resource allocation mechanism.
Is the policy, strategy or service new?	No – review and amendment of existing Scheme
STEP 2 - Gather your data and identify your stakeholders	Responses
What data is available about the current situation in the islands?	Locality Profiles Scottish Index Multiple Deprivation – <u>Geographic Access to Services</u>
Do you need to consult?	To review the Community Council Scheme of Establishment, the Council is required to follow certain statutorily prescribed processes, which includes undertaking three rounds of public consultation. The consultation phases must be conducted in a pre-set sequence and are subject to minimum consultation time periods.
How does any existing data differ between islands?	Following factors Availability of key services Distance from central areas Cost of travel Importance of recognising remote & island areas have higher costs

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Are there any existing design features or mitigations in place?	Current Scheme includes island Community Councils and Community Councils which include islands to meet the needs of each island community
STEP 3 - Consultation	Responses
Who do you need to consult with?	Public consultation
How will you carry out your consultation and in what timescales?	During Phase One, Shetland Islands Council developed a number of proposed boundary options which were published and consulted on. The consultation was seeking views and representations from the community regarding the proposed community council areas and composition. An online survey was open throughout the consultation period, and the Council held a number of public drop-in sessions across Shetland during November. A total of 100 responses were received.
What questions will you ask when considering how to address island realities?	The Phase One consultation included a number of options in relation to island communities and community councils. Options included each island community having their own community council. Or each island community forming part of a mainland community council. Or each island community retaining the status quo of existing boundary arrangements, which is a combination of some island communities having their own community council and some forming part of a mainland community council. The views of each island community in this regard were taken into account in the proposed boundary option for the amended scheme.
What information has already been gathered through consultations and what concerns	To view the results of all the consultations carried out, see the

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<p>have been raised previously by island communities?</p>	<p>Special Council meeting on <u>26 March 2024</u> and the Special Council meeting <u>19 November 2024</u>.</p> <p>In relation to the Phase One Boundary areas consultation, a few respondents raised that communities have distinct needs, geography and culture and it was important for Community Councils to have good local knowledge and for members to be locally based. There was also a number of points made that island communities were best placed to determine whether or not they should have their own Community Council.</p>
<p>Is your consultation robust and meaningful and sufficient to comply with the Section 7 duty?</p>	<p>Yes</p>
<p>STEP 4 - Assessment Responses</p>	
<p>Does your assessment identify any unique impacts on island communities?</p>	<p>No</p>
<p>Does your assessment identify any potential barriers or wider impacts?</p>	<p>No</p>
<p>How will you address these?</p>	<p>N/A</p>
<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)? 	

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<ul style="list-style-type: none"> • 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.	
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

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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

ICIA's 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:	Michael Duncan & Vaila Simpson	
Position:	External Funding Officer / Community Council Liaison Officer & Executive Manager – Community Planning & Development	
Signature:	M Duncan	V Simpson
Date complete:	17/03/2025	17/03/2025

ICIA approved by (Executive Manager or Director):	Neil Grant
Position:	Director Development Services
Signature:	
Date approved:	21/3/25

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.

