



Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

www.portsmouth.gov.uk

The integrated impact assessment is a quick and easy screening process. It should:

- identify those policies, projects, services, functions or strategies that could impact positively or negatively on the following areas:
 - Communities and safety
 - Regeneration and culture
 - Environment and public space
 - Equality & diversity

Directorate:

Cultural, Leisure & Regulatory Services

Service, function:

Library & Archive Services

Title of policy, service, function, project or strategy (new or old) :

Digital Preservation Policy

Type of policy, service, function, project or strategy:

- Existing
- New / proposed
- Changed

What is the aim of your policy, service, function, project or strategy?

This policy is to ensure that records of Portsmouth City Council's activities in digital formats remain locatable, usable and demonstrably authentic for the period that the council is legally obliged or wishes to retain them. It lays down the principles by which council officers will manage them effectively. Good record keeping underlies good, swift and cheaper decision-making and allows the council to meet its

moral, legal and contractual obligations. Poor record keeping damages the council's reputation and its ability to defend its citizens' interests.

Has any consultation has been undertaken for this proposal? What were the outcomes of the consultations? Has anything changed because of the consultation? Did this inform your proposal?

No.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A1-Crime - Will it make our city safer?



In thinking about this question:

- How will it reduce crime, disorder, ASB and the fear of crime?
- How will it prevent the misuse of drugs, alcohol and other substances?
- How will it protect and support young people at risk of harm?
- How will it discourage re-offending?

If you want more information contact Lisa.Wills@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-spp-plan-2018-20.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to digital records of prosecutions and records of interactions with young people at risk of harm or offending will seriously undermine the council's ability to react effectively to crime. It will put the council in breach of its legal obligations regarding keeping records in this area.

How will you measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A2-Housing - Will it provide good quality homes?



In thinking about this question:

- How will it increase good quality affordable housing, including social housing?
- How will it reduce the number of poor quality homes and accommodation?
- How will it produce well-insulated and sustainable buildings?
- How will it provide a mix of housing for different groups and needs?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable access to digital records of housing and council buildings would make it more difficult and expensive to maintain council property. (For example, records of asbestos in buildings should be kept for the life of the building plus 100 years.)

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A3-Health - Will this help promote healthy, safe and independent living?



In thinking about this question:

- How will it improve physical and mental health?
- How will it improve quality of life?
- How will it encourage healthy lifestyle choices?
- How will it create healthy places? (Including workplaces)

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintenance of long-term access to digital records will not directly promote healthy living, although it could be argued that failure to keep records accessible will make the council's efforts in this direction more difficult in the long term. Digital preservation will ensure the long-term accessibility of digital versions of council historic records and thereby improve quality of life.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A4-Income deprivation and poverty-Will it consider income deprivation and reduce poverty?



In thinking about this question:

- How will it support those vulnerable to falling into poverty; e.g., single working age adults and lone parent households?
- How will it consider low-income communities, households and individuals?
- How will it support those unable to work?
- How will it support those with no educational qualifications?

If you want more information contact Mark.Sage@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-homelessness-strategy-2018-to-2023.pdf>
<https://www.portsmouth.gov.uk/ext/health-and-care/health/joint-strategic-needs-assessment>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Failure to maintain reliable long-term access to digital records will result in the loss of evidence of entitlements to benefits.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become



A - Communities and safety

Yes

No

Is your policy, proposal relevant to the following questions?

A5-Equality & diversity - Will it have any positive/negative impacts on the protected characteristics?



In thinking about this question:

- How will it impact on the protected characteristics-Positive or negative impact (Protected characteristics under the Equality Act 2010, Age, disability, race/ethnicity, Sexual orientation, gender reassignment, sex, religion or belief, pregnancy and maternity, marriage and civil partnership,socio-economic)
- What mitigation has been put in place to lessen any impacts or barriers removed?
- How will it help promote equality for a specific protected characteristic?

If you want more information contact gina.perryman@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-equality-strategy-2019-22-final.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

This policy should have no negative impact on equality and diversity, although the maintenance of digital records long term may assist in the promotion of equality.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.



B - Environment and climate change**Yes****No**

Is your policy, proposal relevant to the following questions?

B1-Carbon emissions - Will it reduce carbon emissions?

In thinking about this question:

- How will it reduce greenhouse gas emissions?
- How will it provide renewable sources of energy?
- How will it reduce the need for motorised vehicle travel?
- How will it encourage and support residents to reduce carbon emissions?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cmu-sustainability-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining reliable long-term access to digital records will preserve evidence of climate change and of the success of measures taken to ameliorate it.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change**Yes****No**

Is your policy, proposal relevant to the following questions?

B2-Energy use - Will it reduce energy use?

In thinking about this question:

- How will it reduce water consumption?
- How will it reduce electricity consumption?
- How will it reduce gas consumption?
- How will it reduce the production of waste?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/psh-providing-affordable-housing-in-portsmouth-april-19.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Increasing digital record keeping will contribute to lowering the council's use of paper and thereby its carbon footprint and production of waste. Failure to maintain reliable long-term access to digital records will undermine their credibility and therefore the effectiveness of keeping paperless records.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B3 - Climate change mitigation and flooding-Will it proactively mitigate against a changing climate and flooding ?



In thinking about this question:

- How will it minimise flood risk from both coastal and surface flooding in the future?
- How will it protect properties and buildings from flooding?
- How will it make local people aware of the risk from flooding?
- How will it mitigate for future changes in temperature and extreme weather events?

If you want more information contact Tristan.thorn@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-surface-water-management-plan-2019.pdf>
<https://www.portsmouth.gov.uk/ext/documents-external/cou-flood-risk-management-plan.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

This new policy will not proactively mitigate against changing climate. However, without reliable records there is no evidence of change.

How are you going to measure/check the impact of your proposal?

n/a

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B4-Natural environment-Will it ensure public spaces are greener, more sustainable and well-maintained?



In thinking about this question:

- How will it encourage biodiversity and protect habitats?
- How will it preserve natural sites?
- How will it conserve and enhance natural species?

If you want more information contact Daniel.Young@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-solent-recreation-mitigation-strategy-dec-17.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.



B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B5-Air quality - Will it improve air quality?



In thinking about this question:

- How will it reduce motor-vehicle traffic congestion?
- How will it reduce emissions of key pollutants?
- How will it discourage the idling of motor vehicles?
- How will it reduce reliance on private car use?

If you want more information contact Hayley.Trower@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/env-aq-air-quality-plan-outline-business-case.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current conditions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B6-Transport - Will it improve road safety and transport for the whole community?



In thinking about this question:

- How will it prioritise pedestrians, cyclists and public transport users over users of private vehicles?
- How will it be safe and comfortable for children and older people to cycle and walk in the area?
- How will it increase the proportion of journeys made using sustainable and active transport?
- How will it reduce the risk of traffic collisions, and near misses, with pedestrians and cyclists?

If you want more information contact Pam.Turton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/travel/local-transport-plan-3>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims. The risk of losing access to drawings made using CAD software is particularly high.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.

B - Environment and climate change

Yes

No

Is your policy, proposal relevant to the following questions?

B7-Waste management - Will it increase recycling and reduce the production of waste?



In thinking about this question:

- How will it reduce household waste and consumption?
- How will it increase recycling?
- How will it reduce industrial and construction waste?

If you want more information contact Steven.Russell@portsmouthcc.gov.uk or go to:

<https://documents.hants.gov.uk/mineralsandwaste/HampshireMineralsWastePlanADOPTED.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Records of all these things are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a The carrying out digital preservation actions on council records will enable the records of current actions to be available into the future. The results of failing to carry out digital preservation actions will not become apparent for a decade or more.



C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C1-Culture and heritage - Will it promote, protect and enhance our culture and heritage?



In thinking about this question:

- How will it protect areas of cultural value?
- How will it protect listed buildings?
- How will it encourage events and attractions?
- How will it make Portsmouth a city people want to live in?

If you want more information contact Claire.Looney@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/pln-portsmouth-plan-post-adoption.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

PCC's archives, libraries and museums are digitising the city's collections for access and long-term preservation. That includes images of historic buildings, and the recorded memories of citizens. Failure to maintain reliable long-term access to digital records will result in the loss of historic evidence and waste the effort put into the digitisation process. Local people will have less access to historical sources and thereby lose quality of life. Accreditation schemes for both museums and archives require the city's cultural services to have access to digital preservation facilities.

How are you going to measure/check the impact of your proposal?

Achievement of full accreditation by museum and archive services during the next rounds of their accreditation schemes. The carrying out digital preservation actions on council records will enable the records of current +

C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C2-Employment and opportunities - Will it promote the development of a skilled workforce?



In thinking about this question:

- How will it improve qualifications and skills for local people?
- How will it reduce unemployment?
- How will it create high quality jobs?
- How will it improve earnings?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Maintaining better long-term access to digital records will not effect this aim in a negative way.

How are you going to measure/check the impact of your proposal?

n/a

C - Regeneration of our city

Yes

No

Is your policy, proposal relevant to the following questions?

C3 - Economy - Will it encourage businesses to invest in the city, support sustainable growth and regeneration?



In thinking about this question:

- How will it encourage the development of key industries?
- How will it improve the local economy?
- How will it create valuable employment opportunities for local people?
- How will it promote employment and growth to the city?

If you want more information contact Mark.Pembleton@portsmouthcc.gov.uk or go to:

<https://www.portsmouth.gov.uk/ext/documents-external/cou-regeneration-strategy.pdf>

Please expand on the impact on these issues your proposal will have, and how you propose to mitigate any negative impacts?

Effective record keeping will help produce better and cheaper local government. Records of economic activity and the council's actions to promote the economy are already kept mostly in digital format. Failure to maintain reliable long-term access to digital records will result in the loss of evidence that underlies strategies to promote these aims.

How are you going to measure/check the impact of your proposal?

n/a

Q8 - Who was involved in the Integrated integrated assessment?

John Stedman, Records Manager.

This IIA has been approved by:

Lindy Elliott, Libraries. Archives and Records Manager

Contact number:

023 9268 8058

Date:

14th January 2021