

# Integrated Impact Assessment (IIA)

Integrated impact assessment (IIA) form December 2019

[www.portsmouth.gov.uk](http://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) :**

Records Management 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?**

The effective and efficient management of PCC's records, ensuring also compliance with data protection, freedom of information and other legislation.

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. This is a review of an existing policy.

## 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](mailto: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 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. Failure to manage the records appropriately will put the council in breach of its legal obligations regarding records in this area.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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 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 keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Good record-keeping will not directly promote healthy living, although it could be argued that failure to keep and manage records will make the council's efforts in this direction more difficult in the long term. Records will enable analysis of the success or failure of policies in this area and the support given to individuals.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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 council 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 keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

**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](mailto: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 council records long term may assist in the promotion of equality. Failure to manage council records appropriately in this area is likely to lead to breaches of data protection laws.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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 council 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 keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of previous usages of these resources and the creation of waste and of the success of measures taken to reduce consumption and waste production.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of previous flooding and prevention measures, including their success.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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?

**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](mailto: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?

Maintaining records of biodiversity and the management of natural sites within Portsmouth will enable better management of those sites and the monitoring of change.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of air pollution, enable effective monitoring and management of it while allowing assessment of the success of prevention measures.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of the management of traffic and allow assessment of the success of policies to deliver these priorities.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of the management of waste and recycling activity while it will allow assessment of the success of policies to deliver these goals.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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](mailto: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?

Maintaining reliable long-term access to council records will preserve evidence of the management of areas of cultural value, the condition of listed buildings and allow the creation of appealing events and attractions. They enable access to historical information, images and other collections while promoting their preservation. They allow assessment of the success of policies to deliver these goals.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so 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?

**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](mailto: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. The records will allow assessment of the success of policies to deliver these goals.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available

into the future. The results of failing to do so 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?

**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](mailto: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. The records will allow effective action and assessment of the success of policies to deliver these goals.

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

n/a The keeping of appropriate council records in legal and efficient fashion will enable the records of current actions to be available into the future. The results of failing to do so will not become apparent for a decade or more.

## Q8 - Who was involved in the Integrated integrated assessment?

John Stedman, Records Manager

This IIA has been approved by:

Contact number:

Date: