



ORKNEY
ISLANDS COUNCIL

Item: 9

Policy and Resources Committee: 23 September 2025.

Social Work Financial Assistance Policies and Procedures.

Report by Chief Officer, Orkney Health and Social Care Partnership.

1. Overview

- 1.1. Local authorities have wide discretion in the type of support that can be provided to adults in need under Section 12 of the Social Work (Scotland) Act 1968 and families under Section 22(3) of the Children (Scotland) Act 1995.
- 1.2. The Social Work Financial Assistance Policy and Procedures, attached as Appendices 1 and 2 to this report, provide an overview of the criteria for Section 12 and Section 22 financial assistance and the process to be followed to progress a payment, to ensure adults in need, children and young people and their families receive financial assistance when required, and that there are robust checks and balances in place.
- 1.3. The legislative duties relating to the relevant Acts is detailed in section 6 below.

2. Recommendations

- 2.1. It is recommended that members of the Committee:
 - i. Approve the Section 12 Policy and Procedure, attached as Appendix 1 to this report.
 - ii. Approve the Section 22 Policy and Procedure, attached as Appendix 2 to this report.

3. Background

- 3.1. A Section 12 policy and procedure is needed to ensure consistent, fair, and transparent decision-making when providing support to adults in need. It helps clarify eligibility, guide staff practice, manage resources responsibly, and align assistance with wider strategic goals. A formal procedure also supports accountability and gives staff confidence when responding to urgent or complex situations.

- 3.2. A Section 22 Financial Assistance Policy and Procedure is required to ensure children and young people, and their families receive financial assistance when required to promote their welfare. There is a Section 22 Financial Assistance Budget within the Children and Families Service directorate and there is a need to ensure that any payments made are in line with the proposed criteria set and the proper process followed thereafter.
- 3.3. Following the Internal Audit report on Orkney Health and Care Payment Processes, one of the actions identified was to refresh the Section 12 document and produce a local policy to cover Section 22.

4. Section 12

- 4.1. An internal review of the Section 12 Policy and Procedure was undertaken during the early summer of 2025 to bring the previous version up to date.
- 4.2. Key areas of change include:
- Updating some of the terminology in the Policy.
 - To allow, in appropriate circumstances, to pay for mobile phone top ups which the previous Policy did not allow.
 - Further clarity to the amounts certain roles can authorise before going to the Resource Management Meeting.
 - The addition of a retainment of receipts to be in line with the Council's Retention and Disposal Schedule.
 - A section has been added that the Policy is subject to review every three years.

5. Section 22

- 5.1. A proposed Section 22 Policy and Procedure has been developed to ensure a clear policy is provided.
- 5.2. Key areas of the Policy and Procedure are:
- It outlines the framework to provide financial assistance in terms of Section 22 of the Children (Scotland) Act 1995.
 - Eligibility is assessed by the Duty Social Worker, with clear criteria ensuring that assistance is targeted and appropriate.
 - Section 22 is normally used to make one off payment but can also be used to make regular payments.
- 5.3. A list of suggested uses of a Section 22 is also included.

6. Legislative position

- 6.1. In terms of Section 12 of the Social Work (Scotland) Act 1968, local authorities in Scotland have a legal duty to promote social welfare by making available advice, guidance and assistance on such a scale as may be appropriate for their area, and in that behalf to make arrangements and to provide or secure the provision of such facilities (including the provision or arranging for the provision of residential and other establishments) as they may consider suitable and adequate, and such assistance may be given in kind or in cash to, or in respect of, any relevant person.
- 6.2. A person is a relevant person for the purposes of Section 12 above if, not being less than eighteen years of age, they are in need requiring assistance in kind or, in exceptional circumstances constituting an emergency, in cash, where the giving of assistance in either form would avoid the local authority being caused greater expense in the giving of assistance in another form, or where probable aggravation of the person's need would cause greater expense to the local authority on a later occasion.
- 6.3. In terms of Section 22 of the Children (Scotland) Act 1995, local authorities in Scotland have a legal duty to safeguard and promote the welfare of children in their area who are in need; and so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to the children's needs. The services may be provided for a particular child, or, if provided with a view to safeguarding or promoting the child's welfare, for the child's family, or, if provided with such a view, for any other member of the child's family. The services may include giving assistance in kind or, in exceptional circumstances, in cash.
- 6.4. The reference to a child being "in need" in Section 22 above is to a child being in need of care and attention because -
- (i) they are unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development unless there are provided for them services by a local authority;
 - (ii) their health or development is likely significantly to be impaired, or further impaired, unless such services are so provided;
 - (iii) they are disabled; or
 - (iv) they are affected adversely by the disability of any other person in their family.

For Further Information please contact:

Stephen Brown, Chief Officer, Orkney Health and Social Care Partnership, extension 2601.

Email: stephen.brown3@nhs.scot

Implications of Report

- 1. Financial:** Section 12(1) of the Social Work (Scotland) Act 1968 states that local authorities in Scotland have a statutory duty to promote social welfare. Section 22(1) of the Social Work (Scotland) Act 1968 also imposes a statutory duty to safeguard and promote the welfare of children in need in their area. Both acts allow assistance in kind, or (in exceptional circumstances) in cash. The costs associated with the provision of assistance should be met from within existing approved budgets.
- 2. Legal:** As detailed in section 6.
- 3. Corporate Governance:** Not applicable.
- 4. Human Resources:** Not applicable.
- 5. Equalities:** An Equality Impact Assessment has been undertaken and is attached as Appendix 3 to this report.
- 6. Island Communities Impact:** An Island Communities Impact Assessment has been undertaken and is attached as Appendix 4 to this report.
- 7. Links to Council Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Council Plan strategic priorities:
 - ☐ Growing our economy.
 - ☒ Strengthening our Communities.
 - ☐ Developing our Infrastructure.
 - ☐ Transforming our Council.
- 8. Links to Local Outcomes Improvement Plan:** The proposals in this report support and contribute to improved outcomes for communities as outlined in the following Local Outcomes Improvement Plan priorities:
 - ☒ Cost of Living.
 - ☐ Sustainable Development.
 - ☐ Local Equality.
 - ☒ Improving Population Health.
- 9. Environmental and Climate Risk:** Not applicable.
- 10. Risk:** If financial assistance is not provided in line with the Acts, and the safety and/or welfare of a person in need is subsequently not promoted the Council would be failing its safeguarding duties.
- 11. Procurement:** Not applicable.
- 12. Health and Safety:** Not applicable.
- 13. Property and Assets:** Not applicable.

14. Information Technology: Not applicable.

15. Cost of Living: Not applicable.

List of Background Papers

Monitoring and Audit Committee, 13 February 2025: Internal Audit of Orkney Health and Care Payment Processes.

Appendices

Appendix 1: Section 12 Policy and Procedure.

Appendix 2: Section 22 Policy and Procedure.

Appendix 3: Equality Impact Assessment.

Appendix 4: Island Communities Impact Assessment.

Section 12 Policy and Procedures

Adult and Learning Disability Social Work Team

1. Aims and Objectives

Section 12 payments refer to financial assistance provided under Section 12 of the Social Work (Scotland) Act 1968, which allows local authorities to offer advice, guidance, and assistance to people in need. This assistance can be in the form of cash or goods and is intended to promote social welfare and prevent individuals from requiring more intensive care.

Section 12 empowers local authorities to offer support to individuals and families who need help with basic needs like food, fuel, or housing. The assistance is typically used for emergencies, preventative measures, or to promote social work goals.

Before giving assistance to a person in cash a local authority shall have regard to the individual's eligibility for receiving assistance from any other statutory body and, if they are so eligible, to the availability to them of that assistance in their time of need.

2. Procedure

Persons in need should contact the Orkney Health and Care Helpdesk or telephone the Adult and Learning Disability Social Work Team. The Duty Social Worker will follow the process detailed in section 3.

3. Process

3.1. Assessment

The Duty Social Worker assesses if a Section 12 payment is required.

3.2. Criteria

The following criteria must be met:

- The person in need lives in the community locally. Section 12 should not be used for anyone living in residential care.
- The person in need cannot get money or assistance from family or friends.
- A check has been made with the Revenues and Benefits Team to determine if the adult is eligible for a Crisis Loan or Community Care Grant from the Scottish Welfare Fund.
- There is no alternative solution to the person in need's lack of resources, e.g. Foodbank, Emergency food box or Community Fridge.
- Section 12 must be for essentials such as electricity, travel, sanitary items. Purchase of cigarettes, vapes and alcohol cannot be approved.

3.3. Section 12 Application Form

- The Duty Social Worker asks the service administrator for a Section 12 application form and alerts that a sum of money is required either in cash or by a Purchase Order.
- Duty Social Worker needs Team Manager approval to make a payment.
- A Team Manager can authorise up to £50 in cash or orders, over this sum, a more senior manager within the Adult and Learning Disability Social Work team needs to authorise it and sign the form. Where a payment over £500 is planned, this should be considered by the Resource Management Meeting.
- The Duty Social Worker fills in form with person in need and agrees:
 - Either a grant or a loan. Consideration should be given as to whether it is realistic for the monies to be repaid.
 - Repayment terms for the loan, if agreed, should be fair and realistic.
 - What the money is to be used for.
 - The person in need, social worker and administrative worker should sign the form.
- Wherever possible, the Duty Social Worker should purchase the goods required with the person in need or on their behalf to ensure that the money is used as intended. Receipts must be provided for all purchases and retained for seven years in line with the Council Retention and Disposal Schedule, and any remaining funds must be returned to the service administrator within two working days to allow for replenishment of the Section 12 float. A Purchase Order can be used to purchase goods, but it must state “No alcohol/tobacco/vapes” on it.
- The service administrator will assist where the Section 12 payment relates to travel arrangements or where a Purchase Order is to be used.
- Service administrator will retain a copy of the form.
- Provision for access to Section 12 funds is made for those unable to attend the Council Offices in Kirkwall or Stromness, in person.

4. Loan Repayment Process

- The service administrator will enter details of the Section 12 loan on a spreadsheet.
- Applications will be scanned, attached to PARIS and a case note detailing the request for funds added. If the person in need is not on the system a new file must be created and a day duty referral made. If no other assessment is required the action can be closed off.
- The service administrator will request an invoice to be raised by emailing Orkney Health and Care Finance Section with details.

4.1. Cash Payments

- If the Section 12 payment is agreed as a loan the service administrator will raise an invoice with the Orkney Health and Care Finance administrator who will send the invoice directly to the person in need. The person in need then

has a period of 30 days to repay, failure to do so will result in the Council's Finance Service taking possible legal action.

- Repayment is made by the person in need to the Cash Desk at Customer Services either at the Council Offices in Kirkwall or the Cash Desk in Stromness – not back to the Duty Social Worker or administration staff. A receipt will be issued by the Cash Desk for the repayment.
- Provision for repayment of Section 12 funds is made for those unable to attend the Council offices in Kirkwall or Stromness, in person.
- Cash is only provided in exceptional circumstances as assessed by the Social Worker and agreed by the Team Manager (Adult and Learning Disability Social Work).

4.2. Purchase Order Used

If a Purchase Order has been used – the service administrator will be directly invoiced by the retailer for the goods. Once the invoice is received by service administrator, they will then follow the above procedure for the exact amount spent and request an invoice to the service user.

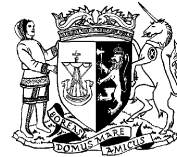
Please note: if the person in need goes over the agreed amount of the Purchase Order, they are responsible for paying the extra money spent as the order cannot be amended.

5. Review

This document will be reviewed on a three yearly basis.

Appendix 1: Section 12 Application Form

Orkney Health and Care Special Payments Form - Section 12



ORKNEY
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Social Worker: _____

Applicant Name: _____

Address: _____

Date: _____

(Please tick appropriate box)

From Which Cost Centre? CC

Reason: A Furnishings ☐
 B Electricity ☐
 C Rent ☐
 D Travel ☐

E Gas ☐
F Clothing & Footwear ☐
G Food ☐
H Other: ☐

If other please explain:

Total Amount Requested: _____ GRANT LOAN

Please note that an invoice for the full amount will be sent out. Payment is due within 30 day of the date on the invoice .



Working together to make a real difference

Section 22 Policy and Procedures

Children and Families Field Work

1. Aims and Objectives

1.1. Local authorities are under a statutory duty to promote social welfare generally for all the people in their area, by giving advice, guidance and assistance. Under these provisions, they may give assistance in kind to children and families, and in cash and kind to those over 18 (parent/caregiver of a child(ren)) to meet the needs of a child(ren).

1.2. The Children (Scotland) 1995 Act introduced a wide definition of children in need, which is reproduced in section 1.6 below. The main duty on local authorities to provide support is set out in Section 22 of the Act and is to safeguard and promote the welfare of children in their area who are in need, and so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to the children's needs.

1.3. Local authorities have wide discretion in the type of support that can be provided to families under Section 22(3) of the Children (Scotland) Act 1995.

1.4. Section 22 financial assistance is intended to support the welfare of children and is not subject to repayment or conditions.

1.5. The Act specifies that local authorities must safeguard and promote the welfare of children in their area who are in need. The services provided, which may be in cash or in kind, under this duty may be for:

- A particular child.
- His or her family, if the services help the child.
- Any other member of the family or extended network, if the services help the child.

1.6. The definition of need is very wide; however, a child can be considered in need if he or she is:

- Unlikely to achieve or maintain or have the opportunity of achieving or maintaining a reasonable standard of health or development unless he or she receives services.
- His or her health or development is likely to be significantly impaired or further impaired unless services are provided.
- He or she is disabled.
- He or she is adversely affected by the disability of any other person in the family.

1.7. Section 22 is normally used to make a one off payment but can also be used to make regular payments.

1.8. To adequately safeguard the child's welfare, the local authority would need to provide assistance that is sufficient to reduce any risks to the child that may otherwise arise.

1.9. Cash support may be a more appropriate option to consider with No Recourse to Public Funds (NRPF) families, as compared to other families who require Section 22 support, specifically because of the challenges they face in accessing other forms of cashless support and social security benefits, as well as the prohibition on many such families from access to current account banking facilities. The local authority may choose to use pre-payment cards as an efficient way to administer regular subsistence payments and to empower the individual to access their money as they need it.

1.10. As the Children (Scotland) Act 1995 does not prescribe the amount of financial support, or subsistence, that should be provided to meet the needs of a child in an NRPF household, the local authority must determine this.

2. Procedure

2.1. Persons in need will present themselves via the children's allocated social worker or Children's Services Duty, if not an open case, and make a request for financial support. The allocated or Duty Social Worker will follow the process detailed in section 3.

3. Process

3.1. Assessment

The allocated or Duty Social Worker assesses if a Section 22 payment is required.

3.2. Criteria

The following criteria must be met:

- The child/young person is assessed as in need and is ordinarily a resident in Orkney. Section 22 should not be used for service users in residential care.
- Money or assistance from family or friends has been exhausted and not available.
- A check has been made with the Revenue and Benefits Team to ensure that the person requesting financial support:
 - Cannot be expected to have benefits cash in hand.
 - Cannot access a crisis loan from Orkney Islands Council.

- There is no alternative solution to the person in need's lack of resources i.e. can Foodbank, an emergency food box be used or a grant be applied for. The attempts made to secure funding elsewhere must be documented clearly to the relevant Service Manager and clearly documented on the PARIS file.
- Section 22 can be used for essentials such as:
 - Food.
 - Mobile phones and credit.
 - Electricity
 - Heating.
 - Travel.
 - Toiletries and Sanitary items.
 - Clothing.
 - School uniforms/school supplies.
 - Cleaning items.
 - Learning and development resources for children and parents.
 - Essential household items.
 - School trips.
 - Holiday clubs.
 - Extracurricular activities.
 - Safety equipment and resources for children with specific needs i.e. sensory equipment.

The list above is not exhaustive, though provides examples of potential Section 22 funding which might be required if all other funding options have been exhausted. On an emergency basis it may be deemed in a child's best interest to ensure their safety and welfare, that other sources of potential funding are not explored as to do so would place the child at risk or not promote their welfare. Where possible other sources of funding should be explored and secured. The provision of Section 22 financial assistance should ensure that the basic care and welfare needs of children and young people are paramount, without hindering the safety or welfare of the child(ren).

3.3. Section 22 Application Form

- The allocated or Duty Social Worker asks the service administrator for a form and alerts that a sum of money is required either in cash or by Council purchase order. The allocated or Duty Social Worker fills in the form with the client and agrees what the money is to be used for. The person in need, allocated or Duty Social Worker, the relevant Team Manager and service administrator should sign the form.

- The relevant Team Managers can authorise up to £50 in cash or orders, over this sum, the relevant Service Manager needs to authorise it and sign the form. Any emergency payment over £500 will require the approval of the relevant Head of Service. Where a payment over £500 is planned, this should be considered by the Resource Management Meeting.
- Wherever possible, the allocated or Duty Social Worker should purchase the goods required with the person in need or on their behalf to ensure that the money is used as intended. Receipts must be provided for all purchases and retained for seven years in line with the Council Retention and Disposal Schedule, and any remaining funds must be returned to the service administrator within two working days to allow for replenishment of the Section 22 float. A Purchase Order can be used to purchase goods, but it must state “No alcohol/tobacco/vapes on it”.
- Provision for access to Section 22 funds is made for those unable to attend the Council Offices in Kirkwall or Stromness, in person.
- The service administrator will assist where the Section 22 payment relates to travel arrangements or where a Purchase Order is to be used. This will then be copied for their files and the person in need should be given a copy for their information.
- The main budget holder is the Service Manager (Children and Families Field Work) and the Head of Service is the Head of Children, Families and Justice Services.
- Any approved payments, rationale for payment approval and exploration of other funding sources, need to be recorded on the child’s PARIS file, under case notes, financial management decision.

4. Purchase Order Used

If a Purchase Order has been used – the service administrator will be directly invoiced by the retailer for the goods.

Please note: if the person in need goes over the agreed amount of the Purchase Order, they are responsible for paying the extra money spent as the order cannot be amended.

5. Review

The Service Manager, who is the budget holder, and the relevant Head of Service will meet on a quarterly basis to review payments processed and review the overall budget management and performance.

This document will be reviewed on a three yearly basis.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a proposal or changes by anticipating the consequences and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

Should you have any questions or wish for your draft EqIA to be reviewed by our Equality, Diversity and Inclusion Adviser, please contact OD@orkney.gov.uk.

1. Identification of the Proposal or Change

Name of proposal or change being assessed.	Section 12 and Section 22 Policy and Procedures.
Responsible Service and Directorate.	Orkney Health and Social Care Partnership.
Date of assessment.	28 August 2025.
Is the proposal or change existing? (Please indicate if the service is to be deleted, reduced or changed significantly).	The Section 12 Policy and Procedure is a refresh, whilst the Section 22 Policy and Procedure is a new document.

2. Primary Information

What are the intended outcomes of the proposal or change?	To ensure that clear Policies and Procedures are in place when assessing and awarding Section 12 and Section 22 funds.
Is the proposal or change strategically important?	No.
State who is or may be affected by this proposal or change, and how?	All applicants to the Section 12 and Section 22 financial assistance facilities.
How have stakeholders been involved in the development of this proposal or change?	There has been no consultation on these new Policies and Procedures.
Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.	No.

E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking.	
Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise. E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.	No. However, these facilities are explicitly designed to assist those at a socio-economic disadvantage.
Could the proposal or change have a differential impact on any of the following equality areas?	Please provide any evidence – positive impacts / benefits, negative impacts and reasons:
1. Race: this includes ethnic or national groups, colour and nationality.	Yes. Those unable to speak English may need assistance to access these facilities.
2. Sex: a man or a woman.	No.
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No.
4. Gender Reassignment: the process of transitioning from one gender to another.	No.
5. Pregnancy and maternity.	No.
6. Age: people of different ages.	Yes. However, the Section 12 fund is specifically for adults, whilst the Section 22 facility is specifically to assist adults with responsibility for a child(ren).
7. Religion or beliefs or none (atheists).	No.
8. Disability: people with disabilities (whether registered or not).	Yes. However, provision is made for those with disability to access both facilities.
9. Marriage and Civil Partnerships.	No.
10. Caring responsibilities	No.
11. Socio-economic disadvantage.	No. Both facilities are specifically designed to assist those with a socio-economic disadvantage.

12. Care experienced	No.
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3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No. All potential differential impacts have been addressed in the respective policies.
Does the analysis above identify any potential negative impacts?	No.
Do you have enough information to make a judgement? If no, what information do you require?	Yes.

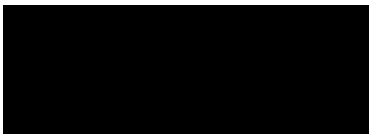
4. Equality Impact Assessment Action Plan

Please complete the following action plan where you have identified any differential impacts or potential negative impacts in Section 3 of the Equality Impact Assessment.

Impact Identified	Action to be taken	Owner	How will it be monitored	Date Action to be completed
Those unable to speak English will require assistance to access these facilities.	The Council's translation service will provided should it be required.	Section 12 – Adult and Learning Disability Social Work. Section 22 – Children and Families Field Work.	It is anticipated that very few non-English speaking service users will need to access the service. However, should this occur, officers will ensure the process is fully understood by the service user.	This will be addressed on an ad hoc basis.

Impact Identified	Action to be taken	Owner	How will it be monitored	Date Action to be completed
Provision will be made for those disabled service users who may require assistance to access the service.	Support will be provided by the advocacy services, (currently provided by Who Cares? Scotland for Children, and Advocacy Orkney for Adults), or through the Orkney Health and Social Care Partnership's disability services, as appropriate.	Section 12 – Adult and Learning Disability Social Work. Section 22 – Children and Families Field Work.	This will be addressed on an ad hoc basis.	N/A.

5. Sign and Date

Signature:	
Name:	Shaun Hourston-Wells.
Date:	28 August 2025.

Island Communities Impact Assessment


Section 12 and Section 22 Policy and Procedures.

Preliminary Considerations	Response
Please provide a brief description or summary of the policy, strategy or service under review for the purposes of this assessment.	These two Policies ensure robust procedures are in place when assessing and awarding Section 12 and Section 22 funds.
Step 1 – Develop a clear understanding of your objectives	Response
What are the objectives of the policy, strategy or service?	To ensure robust Policies and procedures are in place when assessing and awarding Section 12 and Section 22 funds.
Do you need to consult?	No.
How are islands identified for the purpose of the policy, strategy or service?	Non-ferry linked isles.
What are the intended impacts/outcomes and how do these potentially differ in the islands?	To alleviate financial emergencies for qualifying Orkney residents. This outcome is the same for those in the isles.
Is the policy, strategy or service new?	Section 12 is a refresh of an existing Policy, whilst Section 22 is a new Policy.
Step 2 – Gather your data and identify your stakeholders	Response
What data is available about the current situation in the islands?	There is some evidence that socio-economic disadvantage is more prevalent in the non-ferry linked isles.
Do you need to consult?	No.
How does any existing data differ between islands?	N/A.
Are there any existing design features or mitigations in place?	Both Policies have specifically addressed how those in the isles will access these facilities.
Step 3 – Consultation	Response
Who do you need to consult with?	No.

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?	N/A.
Is your consultation robust and meaningful and sufficient to comply with the Section 7 duty?	N/A.
Step 4 – Assessment	Response
Does your assessment identify any unique impacts on island communities?	No.
Does your assessment identify any potential barriers or wider impacts?	Isles residents would struggle to access these facilities if they had to travel to Kirkwall or Stromness.
How will you address these?	Dispensation is made in the respective policies to negate the need to travel to the Orkney Mainland to access these facilities.
<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 you can process to Step 6.</p> <p>If the answer is Yes, an ICIA must be prepared and you should proceed to Step 5.</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? 	

<ul style="list-style-type: none"> • Could the effect amount to a disadvantage for an island community compared to the Scottish mainland or between island groups? 	
Step 5 – Preparing your ICIA	Response
In Step 5, 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.	
Stage 6 – Making adjustments to your work	Response
Should delivery mechanisms/mitigations vary in different communities?	The method by which isles residents' access these facilities may differ; however, the outcome will be identical for isles and non-isles residents.
Do you need to consult with island communities in respect of mechanisms or mitigations?	No.
Have island circumstances been factored into the evaluation process?	Yes.
Have any island-specific indicators/targets been identified that require monitoring?	No.

How will outcomes be measured on the islands?	It is not considered that formal mechanisms are needed to monitor outcomes for isles residents.
How has the policy, strategy or service affected island communities?	Given the arrangements in the policies for isles' residents, there is not expected to be any differential effect on isles residents.
How will lessons learned in this ICIA inform future policy making and service delivery?	Access to emergency facilities for those in the isles will be considered in every relevant case.
Step 7 – Publishing your ICIA	Response
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?	Yes. The assessment will be published alongside the relevant Committee paper.
Who will signoff your final ICIA and why?	Stephen Brown, Chief Officer.

ICIA completed by:	Shaun Hourston-Wells.
Position:	Policy and Performance Manager.
Signature:	
Date complete:	28 August 2025

ICIA approved by:	Stephen Brown.
Position:	Chief Officer.

Signature:	
Date complete:	02 September 2025.