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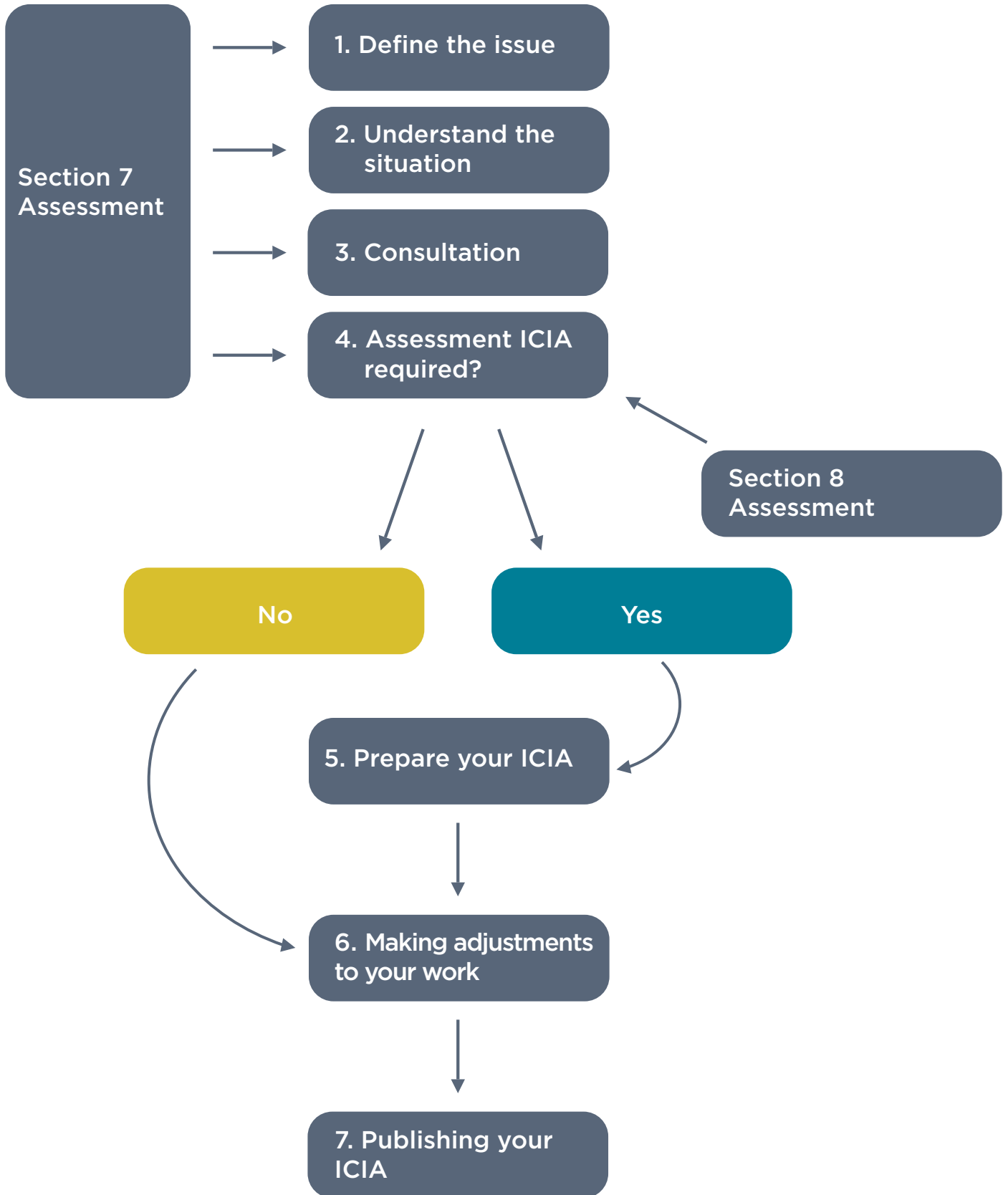
# ISLAND COMMUNITIES IMPACT ASSESSMENTS: GUIDANCE AND TOOLKIT



THE  
**ISLANDS**  
SCOTLAND ACT 2018  
ACHD  
**NAN EILEAN**  
ALBA 2018

This Guidance is issued under Section 11 of the Islands (Scotland) Act 2018 and relates to the duty imposed by Section 7 of the Act.

# Island Communities Impact Assessments



# Introduction

This guidance provides the tools to help you complete an Island Communities Impact Assessment (ICIA) as required under the Islands (Scotland) Act 2018<sup>1</sup>. Our islands face particular challenges around distance, geography, connectivity and demography, so it is important that policy makers consider these properly. It is also important that you make sure islands receive fair and equitable treatment and that your policy, strategy or service outcomes are tailored to their unique circumstances.

This guide will tell you how to assess and take into account the impacts your policies, strategies or services might have on island communities in Scotland. It sets out a seven step process for you to follow and provides you with a template at Annex B that you can use to carry out your assessment.

We hope that we have provided you with a clear and transparent process that will help you to fully document your evidence and reasons for your decisions. Should you feel that you require support in understanding the detail in this document, we can provide you with mentoring or further advice. Please make contact at the earliest opportunity (probably before you begin your assessment). We can also arrange to deliver a seminar to your team if that would be helpful.

From time to time we will review this document to ensure that it remains fit for purpose. As such, we welcome any comments you may have on it. You can contact us at [info@islandsteam.scot](mailto:info@islandsteam.scot)

## The Islands (Scotland) Act 2018

The Islands (Scotland) Act was passed by the Scottish Parliament in 2018 and is only one of a handful of place-based pieces of legislation to focus specifically on islands in the world. The measures it contains, like the Island Communities Impact Assessment, are designed to meaningfully improve outcomes for island communities. The provisions in Sections 7 to 14 of the Act have only recently been brought into force.

Before carrying out your ICIA, you might find it helpful to look specifically at the two main duties under Sections 7 and 8 of the Act.

- Section 7 states that a Relevant Authorities must have regard to island communities in carrying out its functions.
- Section 8 states that Relevant Authorities must prepare an ICIA in relation to a policy, strategy, or service, which, in the authority's opinion, is likely to have an effect on an island community which is significantly different from its effect on other communities (including other island communities) in the area in which the authority exercises its functions.

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<sup>1</sup> The object of this guidance is to help Relevant Authorities to comply with the duty under Section 7 of the Islands (Scotland) Act 2018 which relates to the need to have regard to island communities in carrying out your functions.

The Act lists those Relevant Authorities who are required to carry out an ICIA under Sections 7 and 8. This list can also be seen at Annex A of this guide. Each Relevant Authority is responsible for ensuring it fulfils its duties under the Act.

**Section 13<sup>2</sup>** of the Act states that the Scottish Ministers must prepare an ICIA in relation to legislation which, in their opinion, is likely to have an effect on an island community which is significantly different from its effect on other communities (including other island communities) in Scotland. So, this guidance is also designed for use by the Scottish Ministers when developing policies, strategies and services to be implemented by prospective legislation.

You can see all of the relevant provisions [here<sup>3</sup>](#), but If you have any questions about any of this, or if you would like a hard copy of the Act, please contact us at [info@islandsteam.scot](mailto:info@islandsteam.scot) and we will be happy to help.

### The National Islands Plan

In December 2019, Scottish Ministers published the first ever National Islands Plan. which was created with the input of many islanders and those with a strong interest in Scotland's islands. The Plan sets out 13 Strategic Objectives which are practical, common sense, but will also be critical over the next five years to improving the quality of life for island communities.

Fairness is a key value that underpins the National Islands Plan and reflects the Scottish Government's commitment to equality and human rights. The Plan recognises that every member of society has a right to live with dignity and to enjoy high quality public services wherever they live. This commitment is also an explicit National Outcome within Scotland's National Performance Framework.

So, when you are developing your policy, strategy or service, it is important that you consider the National Islands Plan, its commitment to fairness and its other strategic objectives. You can see the Plan [here<sup>4</sup>](#) or alternatively, please email us at [info@islandsteam.scot](mailto:info@islandsteam.scot) if you would like a hard copy. The Plan is also available in Gaelic.

### What is an Island Community?

The Islands (Scotland) Act 2018<sup>5</sup> defines an island community as a community of two or more people, all of whom live permanently on the island with a common interest in the identity of that island. This includes uninhabited islands whose natural environment and ecosystems contribute to the natural or cultural heritage or economy of an inhabited island. To make sure that that you take into account the uniqueness of each of our island communities, you should be as inclusive as possible – ideally through consultation with island communities. When you are developing your policy, service or strategy you should try to listen very carefully to the voices of islanders and to provide them with feedback throughout the process.

2 <https://www.legislation.gov.uk/asp/2018/12/section/13/enacted>

3 <https://www.legislation.gov.uk/asp/2018/12/introduction/enacted>

4 <https://www.gov.scot/binaries/content/documents/govscot/publications/publication/2019/12/national-plan-scotlands-islands/documents/national-islands-plan-plana-naiseanta-nan-eilean/national-islands-plan-plana-naiseanta-nan-eilean/govscot%3Adocument/national-islands-plan-plana-naiseanta-nan-eilean.pdf?forceDownload=true>

5 Islands (Scotland) Act 2018, section 2(1) provides the following definition: "island" means a naturally formed area of land which is— "(a) surrounded on all sides by the sea (ignoring artificial structures such as bridges), and (b) above water at high tide."

## Why is an ICIA important?

Making sure that your ICIA is done well is important because island communities can face many challenges when compared with mainland and urban areas. For example, on an island it can be more difficult to access public services or high quality employment. Also, the consequences of geography can create particular problems for island communities. These might include for example, a higher general cost of living, more expensive and more complex transport options, higher fuel or construction costs as well as environmental factors and infrastructure issues such as poor digital connectivity.

Moreover, island rurality can exacerbate inequality already experienced on account of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These characteristics are known as “protected characteristics” as defined in the Equality Act 2010. Issues which impact on all islanders to some extent, such as those relating to access to transport or adequate housing for example, may be acutely felt by some groups more than others and require targeted measures in order to redress the inequality experienced.

Island Communities Impact Assessments are also designed to cover existing policies, strategies and services - not just new ones.

Done well, your ICIA will:

- Make sure that you keep islands and their communities in mind throughout the development, implementation and delivery of your policy, strategy or service.
- Help us to support strong, resilient and vibrant island communities.
- Help us to meet the four principles of fairness, integration, environmental protection (green) and inclusiveness that underpin our work to support island communities.
- Promote the voice of island communities.
- Recognise that every person in Scotland has a right to live with dignity and to enjoy high quality public services wherever they live.

We know that you will need to strike a balance to ensure your approach to the process is not unduly burdensome, but it is critical that it is robust and meaningful. Crucially, your ICIA should not be a “tick box” exercise. It’s important to remember that any decisions you make should be clearly set-out and well documented. This will help you in the event of a review of a decision under Section 9 of the Act.



# CARRYING OUT YOUR ISLAND COMMUNITIES IMPACT ASSESSMENT

## STEP ONE – DEVELOP A CLEAR UNDERSTANDING OF YOUR OBJECTIVES:

A good ICIA will be most effective when considered early and throughout the whole duration of development and implementation of your policy, strategy or service. We strongly suggest that you begin your ICIA at the very beginning of your work so that the needs of island communities are held in mind as you develop your thinking.

Your first step should be to develop a clear understanding of the objectives and intended outcomes of the policy, strategy or service and then, more specifically, to identify if there are explicit island needs or any potential direct or indirect impacts for island communities. Remember to think about each island individually because what might not have any impact on one, may impact adversely on another.

### Things to remember in Step One:

- If your policy, strategy or service is a regional or area-based one or if it is intended to have the same impact across the region or area, you should think about whether there are potential island impacts which differ from the regional impact or whether there are any barriers which may unfairly disadvantage islanders.
- For policies, strategies, plans and services which are wholly or mainly aimed at island communities, you should consider whether there is a need to adapt your plans to account for variations across island communities. Island communities are unique and there can be lots of variation across things like proximity to services, transport links and infrastructure.
- If your policy, strategy or service is mainland focused, you should consider if there is a corresponding need in island communities, and think about how this has been otherwise taken into account or catered for.
- It's also a good idea to identify any benefits for the island community, such as better access to services.

## STEP TWO – GATHER YOUR DATA AND IDENTIFY YOUR STAKEHOLDERS:

In Step Two, you should begin to dig deeper and examine the differences that occur in islands communities, and between island groups, in contrast to mainland Scotland. Where possible, robust island data should be considered to identify these differences - this can include statistics, stakeholder views and other data.

You may already have evidence from consultations, customer feedback and monitoring exercises that you could refer to. You could also draw on additional information such as national surveys and any available island level data. You might also find it helpful to look at the [Right First Time<sup>6</sup>](#) practical guide for public authorities in Scotland to decision-making.

6 <https://www2.gov.scot/Publications/2010/02/23134246/0>

Once you've considered what the evidence tells you about the impact and whether this is different for island communities or between island groups, you should consider whether there are any gaps in your information and how these should be filled. Do you need this information before you can carry out an ICIA or is gathering further information to be one of your recommendations?

### Things to remember in Step Two:

- You might want to consider working with island experts and contacts from different organisations such as the Scottish Islands Federation.
- Make sure that you give yourself enough time to carefully collate and consider all of the available data and information.

## STEP THREE - CONSULTATION:

In Step Three you should start to speak to the people likely to be affected by your policy, strategy or service. Consultation can give you lots of good information on the likely impact of your work, as well as providing you with a wider context relating to specific islands and the people who live on them. However, carrying out a consultation is just one of the arrangements that the Relevant Authorities may find useful when reviewing their policies, strategies and services.

The most appropriate stakeholders to engage with will vary from case to case, but you should make it easy for people to give their views by using meetings as well as written consultations, ensuring materials are available in different formats such as large print or in appropriate languages like Gaelic. You should give particular consideration to island communities and how best to ensure ease of participation and it's important to remember that not everybody on an island has or chooses to have access to the internet. We suggest that your questions are tailored and directed specifically to island communities in respect of any proposal.

### Things to remember in Step Three:

- Make your consultation materials available in Gaelic and any other appropriate language.
- You might want to consider using local print media, local radio and posters as not every island has reliable access to the web. Don't rely on people looking things up on the internet.
- Think about the weather and travel. Getting to the islands can be tricky at certain times of the year. You may want to think about holding your consultation events virtually.
- Consider speaking to the Scottish Government's Islands Team who will be able to give you advice on how best to reach out to island communities.
- Are there any other consultations or processes that you could piggy back onto?
- Consider developing a communication plan for reaching your target audience, and encouraging and using input and feedback?



**STEP FOUR – ASSESSMENT:**

Once you've carried out your consultation, you should set out your analysis of the results or outcomes, the needs of island communities and the potential impacts of your work. We've provided you with a template at Annex B which you could use to record your findings. It might be that there are no significant impacts on the island community, but you should still be careful to record this and evidence the process in reaching that conclusion.

We've included here some questions which you could consider when thinking about the potential impact of your work on island communities:

**Demographic**

A key issue for islands is the relatively small number of children and young people and people of working age.

**Key things to consider:**

- Q. Does your proposal take into consideration the current demographic structure of the islands and the challenges faced by populations that might have a greater percentage of older people than other areas?
- Q. Could your policy exacerbate the islands' demographic challenges? For example, could it encourage young people to leave the island?

**Economic**

The islands' main industries are significant employers and make a vital contribution to wellbeing as well as being extremely important from an environmental perspective.

**Key things to consider:**

- Q. Will your policy, strategy or service have any particular impacts on the key island industries and, therefore, on the islands' economies and environments?
- Q. Will your policy, strategy or service have an impact on the islands' infrastructure or natural environment?
- Q. If a fast or high-capacity broadband or mobile network will play a significant part in implementing your policy, strategy or service how can alternative mechanisms be used to ensure fair access for the islands?
- Q. Will your policy, strategy or service have any impact on the types of small businesses which are a feature of the islands' economies? Specifically, if the policy is to be delivered through suppliers, will there be a requirement for those suppliers to meet accreditation standards that are more difficult for islands companies to achieve?
- Q. Has the cost and time taken in travelling between island communities been taken into consideration – particularly for those on low incomes and reliant on infrequent public transport?



## Social

Deprivation and social exclusion in the islands tends to be dispersed, unlike more populated areas where there is a tendency for deprivation to be concentrated.

### Key things to consider:

- Q. If a measure of deprivation is to be used to target your initiative; does it take into account dispersed deprivation in islands?
- Q. Will your policy have a cost of living impact? Is there any risk that impact could be in island communities?
- Q. Will your policy have an impact on households experiencing fuel poverty?
- Q. Does your policy make any consideration for the part-time and self-employed nature of many island jobs? The availability of childcare provision in island communities being of particular relevance.

You may consider at this step that further, more refined, consultation would help you form your opinion.

Once you've finished your assessment, you need to decide if you need to do an ICIA. [Section 8<sup>7</sup>](#) is the relevant part of the Islands Act. If you decide that you don't, you will need to publish as soon as reasonably practicable, your reasons for not carrying out an ICIA. The flow chart that accompanies this guide sets this out for you.

### Things to remember in Step Four:

- Have you considered what the potential barriers or wider impacts might be and how you aim to address these. You should have regard to demographic, economic and social considerations.
- Are the differences you've identified significantly different for the island community compared to mainland or other islands?
- Have you considered if any effects amount to a disadvantage for an island community compared to the mainland or between island groups?
- Have you recorded your findings carefully in case you are asked to carry out a review of your ICIA?
- If you have concluded that you do not need to carry out an ICIA, where will you publish your reasons for not doing one?

7 <https://www.legislation.gov.uk/asp/2018/12/section/8/enacted>

## STEP FIVE – PREPARING YOUR ICIA:

Step 5 is preparing the Island Communities Impact Assessment itself. You should look at the criteria specified in [Section 8\(3\) of the Act<sup>8</sup>](#). This is mandatory and so it's important to take care when compiling your ICIA. The Act state that you need to:

- Describe the likely significant different effect of the policy, strategy or service; and
- 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.

Once you have described the likely significant different effect of your proposal, you will need to think of ways to deal with this. You should consider whether you can make changes that could improve or mitigate, for island communities, the outcomes resulting from it.

### Things to remember in Step Five:

- Have you set out clearly any impacts or effects of your work?
- Have you used plain language?
- Do you need to make your ICIA available in any other languages?



## STEP SIX – MAKING ADJUSTMENTS TO YOUR WORK:

By Step Six, you should have a range of information from which to draw some conclusions and make recommendations.

You should decide if you are rejecting the policy, strategy or service, improving or adjusting it or simply adopting it as proposed. If you decide that you need to make some adjustments, you should remember that delivery mechanisms could vary across different island communities – what might work for one island, may not work for another even if that island is in the same local authority area or archipelago.

You might want to pilot the policy, strategy or service or some of the mitigations in order to assess whether you can achieve your objectives without adverse effect. Or, you may consider using island-specific indicators or targets for monitoring purposes.



8 <https://www.legislation.gov.uk/asp/2018/12/section/8/enacted>

It's important that you continue to consider the needs of islands as you develop your adjustments.

### Things to remember in Step Six:

- Make sure you have all the information you need to consider if you need to make any adjustments.
- If the outcome of the ICIA (that has been properly carried out), is that nothing can be done to mitigate the effect of your policy, strategy or service is there a need to further justify the adverse impact that the policy may have?
- If you don't need to make any adjustments, can you clearly set out why?
- Do you need to adjust the objectives you set out in Step one?
- Do you need to pilot your proposals or mitigations?



## STEP SEVEN: PUBLISHING YOUR ICIA:

It's important that you keep stakeholders, relevant colleagues and Minister updated on your progress, and when you're ready to publish your ICIA.

It will be important to record assessments where no ICIA was carried out. [Section 12 of the Act<sup>9</sup>](#) requires Relevant Authorities to publish information about the steps they've taken to comply with [Section 7<sup>10</sup>](#) during a reporting period. You should also share your ICIA with everyone you consulted with so that they can see the outcome of your work.

Your ICIA should be completed by the individuals responsible for the policy, strategy or service within the Relevant Authority and it should be approved and signed-off by a Senior Member of the organisation. In the Scottish Government, this should be Ministerial level.

We can publish your ICIA for you on our website. Relevant Authorities may also wish to make their ICIA's available on their own platforms.

Section 12 of the Act also requires a Relevant Authority to publish information about the steps it has taken to comply with the Section 7 duty during a reporting period. A reporting period is any period determined by the Relevant Authority of up to a maximum of one year. Relevant Authorities can publish the information in any way it considers appropriate (for example in an annual or other report). We suggest that Relevant Authorities publish the information on their own websites.

We've provided an Annual Reporting Return Assessment Template for you at Annex C of this guide to help Relevant Authorities (with the exception of the Scottish Ministers) to comply with the publication requirements under the Section 12 duty.

<sup>9</sup> <https://www.legislation.gov.uk/asp/2018/12/section/12/enacted>

<sup>10</sup> <https://www.legislation.gov.uk/asp/2018/12/section/7/enacted>

### Things to remember in Step Seven:

- Have you arranged to have your ICIA signed-off by a senior member of your Relevant Authority?
- Have you decided where you will publish your ICIA?
- Have you decided how you will comply with the reporting requirement in Section 12 of the Act?



# Annex A

## Duties in Relation to Island Communities: Relevant Authorities (introduced by section 7(2) of the Islands (Scotland) Act 2018)

### **Scottish Administration**

1. Scottish Ministers
2. Keeper of the Records of Scotland
3. Keeper of the Registers of Scotland
4. Registrar General of Births, Deaths and Marriages for Scotland

### **Scottish public authorities with mixed functions or no reserved functions**

5. Accounts Commission for Scotland
6. Audit Scotland
7. Bòrd na Gàidhlig
8. Caledonian Maritime Assets Limited (company number SC001854)
9. Children's Hearings Scotland
10. Creative Scotland
11. Crofting Commission
12. Crown Estate Scotland (Interim Management)
13. David MacBrayne Limited (company number SC015304)
14. Highlands and Islands Airports Limited (company number SC097647)
15. Highlands and Islands Enterprise
16. Historic Environment Scotland
17. The Local Government Boundary Commission for Scotland
18. Mental Welfare Commission for Scotland
19. Mobility and Access Committee for Scotland

20. Scottish Children's Reporter Administration
21. Scottish Courts and Tribunals Service
22. Scottish Enterprise
23. Scottish Environment Protection Agency
24. Scottish Fire and Rescue Service
25. Scottish Further and Higher Education Funding Council
26. Scottish Housing Regulator
27. Scottish Land Commission
28. Scottish Legal Aid Board
29. Scottish Natural Heritage
30. Scottish Police Authority
31. Scottish Qualifications Authority
32. Scottish Social Services Council
33. Scottish Sports Council
34. Scottish Water
35. Skills Development Scotland Co. Ltd (company number SC202659)
36. Social Care and Social Work Improvement Scotland
37. VisitScotland

**Health Boards (including Special Health Boards)**

38. Common Services Agency for the Scottish Health Service
39. Healthcare Improvement Scotland
40. NHS 24
41. NHS Ayrshire and Arran
42. NHS Borders
43. NHS Dumfries and Galloway
44. NHS Education for Scotland
45. NHS Fife
46. NHS Forth Valley
47. NHS Grampian
48. NHS Greater Glasgow and Clyde

49. NHS Health Scotland
50. NHS Highland
51. NHS Lanarkshire
52. NHS Lothian
53. NHS National Waiting Times Centre
54. NHS Orkney
55. NHS Shetland
56. NHS Tayside
57. NHS Western Isles
58. Scottish Ambulance Service
59. State Hospitals Board for Scotland

### **Integration Joint Boards**

60. An integration joint board established by virtue of section 9 of the Public Bodies (Joint Working) (Scotland) Act 2014

### **Local Government**

61. Argyll and Bute Council
62. Comhairle nan Eilean Siar
63. Highland Council
64. North Ayrshire Council
65. Orkney Council
66. Shetland Council

### **Regional Colleges**

67. Ayrshire Regional College
68. University of the Highlands and Islands

### **Regional Transport Partnerships**

69. Highlands and Islands Regional Transport Partnership
70. Shetland Regional Transport Partnership
71. Strathclyde Regional Transport Partnership

# Annex B

## Island Communities Impact Assessment: Template

### STEP ONE - DEVELOP A CLEAR UNDERSTANDING OF YOUR OBJECTIVES:

- What are the objectives of the policy, strategy or service?
- How are islands identified for the purpose of the policy, strategy or service?
- What are the intended impacts/outcomes and how do these potentially differ in the islands?
- Is the policy, strategy or service new?

### STEP TWO - GATHER YOUR DATA AND IDENTIFY YOUR STAKEHOLDERS:

- What data is available about the current situation in the islands?
- How does any existing data differ between different islands?
- Are there any existing design features or mitigations in place?

### STEP 3 - CONSULTATION:

- Who do you need to consult?
- How will you carry out your consultation?
- What questions will you ask when considering how to address island realities?
- What information has already been gathered through consultations and what concerns have been raised?



## STEP FOUR – ASSESSMENT:

- Does your assessment identify any unique impacts on island communities?
- Does your assessment identify any potential barriers or wider impacts?
- How will you address these?

**You must now determine whether in your opinion the 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).**

If your answer is **NO** to the answer above question, a full ICIA will be NOT be required and you can proceed to Step Six.

If the answer is **YES**, an ICIA must be prepared and you should proceed to Step FIVE.

To form your opinion, the following questions should be considered:

- 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?
- Could the effect amount to a disadvantage for an island community compared to the mainland or between island groups?

## STEP FIVE – PREPARING YOUR ICIA:

- Describe the likely significant 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 SIX – MAKING ADJUSTMENTS TO YOUR WORK:

- Should delivery mechanisms/mitigations vary in different communities?
- 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 SEVEN: PUBLISHING YOUR ICIA:**

- Have you presented your ICIA in an Easy Read format?
- Does it need to be presented in any other languages?
- Where will you publish your ICIA and will relevant stakeholders be able to easily access it?
- Who will sign-off your final ICIA and why?

|                           |       |
|---------------------------|-------|
| <b>ICIA completed by:</b> | ..... |
| <b>Position:</b>          | ..... |
| <b>Signature:</b>         | ..... |
| <b>Date completed:</b>    | ..... |

|                          |       |
|--------------------------|-------|
| <b>ICIA approved by:</b> | ..... |
| <b>Position:</b>         | ..... |
| <b>Signature:</b>        | ..... |
| <b>Date completed:</b>   | ..... |

# Annex C

## Annual Reporting Return Template

|                                    |       |
|------------------------------------|-------|
| <b>Name of Relevant Authority:</b> | ..... |
| <b>Reporting Period:</b>           | ..... |

**Please describe how your organisation has had regard to island communities in carrying out its functions.**

.....

**Please provide a list of policies, strategies or services for which your organisation has completed a Section 10 assessment.**

.....

**What other steps has your organisation taken for those policies for which an ICIA was not required (under the section 10(b)(ii) assessment).**

.....

**What other steps has your organisation taken for those policies for which an ICIA was not required (under the section 10(b)(ii) assessment).**

.....

# Responding to this Consultation

We are inviting responses to this consultation by 09 November 2020.

Please respond to this consultation using the Scottish Government's consultation hub, Citizen Space (<http://consult.gov.scot>). Access and respond to this consultation online at <https://consult.gov.scot/islands-team/island-communities-impact-assessments/>. You can save and return to your responses while the consultation is still open. Please ensure that consultation responses are submitted before the closing date of 09 November 2020.

If you are unable to respond using our consultation hub, please complete the Respondent Information Form to:

Islands Team c/o Paul Maxton

Scottish Government

Longman House,  
28 Longman Road,  
Inverness, IV1 1SF

## Handling your response

If you respond using the consultation hub, you will be directed to the About You page before submitting your response. Please indicate how you wish your response to be handled and, in particular, whether you are content for your response to be published. If you ask for your response not to be published, we will regard it as confidential, and we will treat it accordingly.

All respondents should be aware that the Scottish Government is subject to the provisions of the Freedom of Information (Scotland) Act 2002 and would therefore have to consider any request made to it under the Act for information relating to responses made to this consultation exercise.

If you are unable to respond via Citizen Space, please complete and return the Respondent Information Form included in this document.

To find out how we handle your personal data, please see our privacy policy: <https://www.gov.scot/privacy/>

## Next steps in the process

Where respondents have given permission for their response to be made public, and after we have checked that they contain no potentially defamatory material, responses will be made available to the public at <http://consult.gov.scot>. If you use the consultation hub to respond, you will receive a copy of your response via email.

Following the closing date, all responses will be analysed and considered along with any other available evidence to help us. Responses will be published where we have been given permission to do so. An analysis report will also be made available.

## **Comments and complaints**

If you have any comments about how this consultation exercise has been conducted, please send them to the contact address above or at [info@islandsteam.scot](mailto:info@islandsteam.scot).

## **Scottish Government consultation process**

Consultation is an essential part of the policymaking process. It gives us the opportunity to consider your opinion and expertise on a proposed area of work.

You can find all our consultations online: <http://consult.gov.scot>. Each consultation details the issues under consideration, as well as a way for you to give us your views, either online, by email or by post.

Responses will be analysed and used as part of the decision making process, along with a range of other available information and evidence. We will publish a report of this analysis for every consultation. Depending on the nature of the consultation exercise the responses received may:

- Indicate the need for policy development or review
- Inform the development of a particular policy
- Help decisions to be made between alternative policy proposals
- Be used to finalise legislation before it is implemented

While details of particular circumstances described in a response to a consultation exercise may usefully inform the policy process, consultation exercises cannot address individual concerns and comments, which should be directed to the relevant public body.

## ISLAND COMMUNITIES IMPACT ASSESSMENTS: GUIDANCE AND TOOLKIT

### RESPONDENT INFORMATION FORM

**Please Note** this form **must be** completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:

<https://www.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
- Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
- Publish response only (without name)
- Do not publish response

#### Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

- Yes
- No



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This document is also available on The Scottish Government website:  
**[www.gov.scot](http://www.gov.scot)**

For further information please contact the team on **[info@islandsteam.scot](mailto:info@islandsteam.scot)**

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