

Integrated Impact Assessment on Gender Based Violence in the Workplace Policy & Procedure

Promoting Equality, Human Rights and Sustainability



Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	Gender Based Violence in the Workplace Policy
Completion Date	Friday 29 September 2017
Completed by	Lesley Crozier
Lead officers	Anne Thompson & Veronica Campanile

Type of Initiative:

- Policy/Strategy
- Programme/Plan
- Project
- Service
- Function
- Other Statement of Intent.....
- New or Proposed
- Changing/Updated
- Review or existing

1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The purpose of this Policy and Procedure is to promote the welfare of staff affected by current or previous experience of Gender Based Violence (GBV), which includes Domestic Abuse. In addition, this Policy and Procedure will support East Lothian and Midlothian Councils to respond effectively to staff members who may be perpetrators of such abuse.

The aims of this Policy and Procedure are to:

- Raise awareness of gender based violence as a serious health and social issue, which impacts on the workplace, highlighting its hidden nature and the impact on those affected by it;
- Send a positive message to employees with experience of abuse that they will be listened to and supported;

- State that it is unacceptable for employees to perpetrate abuse, within or outside the workplace;
- Provide a framework for managers to address the behaviour of employees who may be perpetrators of abuse and who may pose a risk to other employees or service users, within existing Council Policies e.g. Disciplinary Policy;
- Provide a framework for managers to sensitively apply provisions within existing Council policies e.g. Absence Management, when responding to employees who experience Gender Based Violence.

This Policy and Procedure applies to all Council employees, including temporary staff. Throughout this Policy 'employee' refers to both. East Lothian and Midlothian Councils are committed to ensuring that all employees have equitable access to the provisions of this policy.

2. What will change as a result of this policy?

As a result of this Policy & Procedure all Council employees, including temporary staff, will be assured that:

- awareness of gender based violence as a serious health and social issue is raised;
- a positive message is given to employees with experience of abuse that they will be listened to and supported;
- it is unacceptable for employees to perpetrate abuse, within or outside the workplace;
- a framework has been provided for managers to address the behaviour of employees who may be perpetrators of abuse and who may pose a risk to other employees or service users, within existing Council Policies e.g. Disciplinary Policy;
- a framework has been provided for managers to sensitively apply provisions within existing Council policies e.g. Absence Management, when responding to employees who experience Gender Based Violence.

3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	No
The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	Yes
The policy/proposal has no/ minimal impact on the environment	Yes
If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.	

If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Data and information has been obtained from the East Lothian & Midlothian Public Protection Office and from the Human Resources sections in each of the two local authorities. Both East Lothian and Midlothian Councils aim to ensure that the protection of our staff is a key aspect of their commitment to Public Protection. For this reason they believe it is essential to have a positive Policy which recognises the impact of violence against women and girls on the workplace.
Data on service uptake/access	N/A at present as this is a proposed policy and procedure. However, evidence from the East Lothian & Midlothian Public Protection Office and from the Human Resources sections in each of the two local authorities suggest that there is a need for such a policy and procedure to be in place.
Data on quality/outcomes	N/A – policy and procedure not yet adopted and actioned.
Research/literature evidence	<p>Scottish Government/COSLA: Equally Safe 2016</p> <p>NSPCC study Child Abuse and Neglect in the UK Today (2011)</p> <p>Tackling FGM in Scotland – towards a Scottish model of intervention, Scottish Refugee Council 2011</p> <p>Scottish Crime and Justice Survey 2014/15 Scottish Crime and Justice Survey 2014/15</p> <p>Crime & Justice Bulletin - Domestic Abuse Recorded by the Police in Scotland 2013/14 and 2014/15</p>

Service user experience information	N/A as this is still a proposed policy and procedure but evidence considered from existing sources such as the East Lothian and Midlothian Public Protection Office and Police Scotland.
Consultation and involvement findings	This policy and procedure will go out for consultation before it is ratified by East Lothian and Midlothian Councils.
Good practice guidelines	Scottish Government/COSLA: Equally Safe 2016
Other (please specify)	
Is any further information required? How will you gather this?	Yes – once the consultation exercise is completed and a final policy and procedure is developed a final IIA will be required.

5. How does the policy meet the different needs of and impact on groups in the community?

	Comments – positive/ negative impact
<p>Equality Groups</p> <ul style="list-style-type: none"> • Older people, people in the middle years, • Young people and children • Women, men and transgender people (includes issues relating to pregnancy and maternity) • Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) 	<p>All those who make up the groups listed in this section five of the Integrated Impact Assessment potentially could be either victims or perpetrators of gender based violence.</p> <p>This policy and procedure has been written to detail where <u>all</u> employees (protected characteristic or not) can find advice and support as well as the role that managers have in managing employees who are victims and those who are perpetrators.</p>

<ul style="list-style-type: none"> • Refugees and asylum seekers • People with different religions or beliefs (includes people with no religion or belief) • Lesbian, gay, bisexual and heterosexual people • People who are unmarried, married or in a civil partnership 	<p>What is clear is that East Lothian Council, Midlothian Council and the Trade Unions unequivocally condemn Gender Based Violence, also known as Violence Against Women and Girls, in all its forms.</p> <p>Although primarily experienced by women, the policy recognises that men too can experience abuse and that it can be perpetrated within same sex relationships.</p> <p>This section, (section 5), will be fully reviewed once the consultation is complete and all groups listed have had the opportunity to comment.</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed • People on benefits 	<p>.As above</p>

<ul style="list-style-type: none"> • Single Parents and vulnerable families • Pensioners • Looked after children • Those leaving care settings (including children and young people and those with illness) • Homeless people • Carers (including young carers) • Those involved in the criminal justice system • Those living in the most deprived communities (bottom 20% SIMD areas) • People misusing services • People with low literacy/numeracy • Others e.g. veterans, students 	
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities 	<p>All geographical communities are included in the proposed policy and procedure.</p>

6. Are there any other factors which will affect the way this policy impacts on the community or staff groups?

Yes – each Council has a responsibility to raise awareness of the Policy and of unacceptable behaviours, as well as support provision of appropriate training.

Further, each Council must provide appropriate help and support to victims of Gender Based Violence and take appropriate action where incidents occur or where allegations are raised.

Managers within each organisation must take responsibility for familiarising themselves with the policy, attending relevant training courses and having an open mind to situations presented.

Finally, employees also have responsibilities to this policy and procedure. They must be aware of its existence, not behave in a 'condoning' manner, and not misuse the policy and procedure for their own unlawful purposes.

7. Is any part of this policy/ service to be carried out wholly or partly by contractors? No

If yes, how have you included equality and human rights considerations into the contract?

N/A

8. Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?

Yes – as required information about this policy and procedure as well as the policy and procedure itself can be made available in alternative formats.

9. Please consider how your policy will impact on each of the following?

Objectives	Comments
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	This policy and procedure has been developed for all employees of both East Lothian and Midlothian Councils irrespective of protective characteristic, other vulnerable situations or geographical community. It is both inclusive and fair.
Promotes good relations within and between people with protected characteristics and	As above.

tackles harassment	
Promotes participation, inclusion, dignity and self control over decisions	This policy and procedure promotes all categories listed over, and unequivocally condemns any action/(s) that would remove participation, inclusion, dignity and self control over decisions.
Builds family support networks, resilience and community capacity	The policy and procedure promotes fair and just behaviour that would build up family support networks, resilience and community capacity.
Reduces crime and fear of crime	The policy and procedure promotes the reporting of crime in a safe manner.
<p>Promotes healthier lifestyles including</p> <ul style="list-style-type: none"> • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills 	By removing the fear of violence or violence itself all forms of healthier lifestyles will be promoted.
Environmental	N/A
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	
Plan for future climate change	
Pollution: air/ water/ soil/ noise	
Protect coastal and inland waters	
Enhance biodiversity	
Encourage resource efficiency (energy, water, materials and minerals)	
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	

Reduce need to travel / promote sustainable forms or transport	
Improves the physical environment e.g. housing quality, public and green space	
Economic	N/A
Maximises income and /or reduces income inequality	
Helps young people into positive destinations	
Supports local business	
Helps people to access jobs (both paid and unpaid)	
Improving literacy and numeracy	
Improves working conditions, including equal pay	
Improves local employment opportunities	


10. Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No.

11. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
None				

12. Sign off by Head of Service/ NHS Project Lead

Signature 
Name Anne Thompson
Date 8 November 2017