

Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability



Integrated Impact Assessment Form
Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	Reserve Forces – Training and Mobilisation
Completion Date	21 August 2019
Completed by	Gail Scott, HR Adviser & Stephanie Kerr, Lead Community Planning Officer
Lead officer	Sharon Saunders, Head of Communities and Partnerships

Type of Initiative:

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

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.

This policy outlines the Council’s commitment to support employee Reservists when they are called up to supplement the regular forces when required. If mobilised, Reservists will carry out the same roles as a member of the regular force.

The purpose of this internal policy is to outline the detailed support for employees, who have confirmed their Reservist status, beyond those outlined in the Council’s Time off Work policy.

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

The policy provides a comprehensive overview of the level of support provided to council employees who have confirmed details of their Reservist status and who will require to be released to attend annual training and/or mobilised to active service.

Nationally, The Armed Forces Covenant, which ELC is signed up to, is a formal promise that Service Personnel, their families and Veterans are recognised for the contributions they make and should not be disadvantaged because of this when accessing public and commercial services including housing and employment. As a Silver Award holder for the Defence Employer Recognition scheme, the policy supports the council's ambition to ultimately achieve the Gold Award.

Clarity of roles and responsibilities of the Reservist, line manager, HR and Payroll are outlined within this policy.

3. Do I need to undertake an Integrated Impact Assessment?

High Relevance	Yes/no
1. The policy/ proposal has consequences for or affects people	Yes
2. The policy/proposal has potential to make a significant impact on equality	Yes
3. The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	No
4. The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
5. The policy/proposal has little relevance to equality	No
6. The policy/proposal has negligible impact on the economy	Yes
7. The policy/proposal has no/ minimal impact on the environment	Yes
<p>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.</p> <p>The policy will impact on very few members of staff, e.g. in 2018, 4 employees were called upon to fulfil their Reservists training duty – this has little impact on the economy or environment of East Lothian.</p>	

If you have answered yes to 1, 2, or 3 above, please proceed to complete the Integrated Impact Assessment.

If you have identified that your project will have a significant environmental impact (4), you will need to consider whether you need to complete a Strategic Environmental 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	Information from the Armed Forces Covenant Project has identified that little data is available at this stage on ELC Reservist population. However, this will be gathered over next 2 years
Data on service uptake/access	To date 4 employees have confirmed they are Reservists and have been in touch to receive support under the terms of our current Time Off Work Policy. Monitoring of applicants under the Defence Employer Recognition Scheme will be monitored in the future.
Data on quality/outcomes	Informal feedback provided by Payroll and Reservists requesting support under the terms of the policy.
Research/literature evidence	Information from Veterans 1st Project, use of Model MoD Volunteer Reserves - Training and Mobilisation policy, Local Authority and Public Sector policies benchmarked, discussion with council pension providers to clarify options and limit detriment for those mobilised.
Service user experience information	Information from Members of the East Lothian Armed Forces Covenant Group, information gathered from previous and current employees who have benefitted from the Time Off Work Policy. Also feedback from Payroll, around challenges in applying pay, pension and leave, terms and conditions to support reservists to be released for training and mobilisation.

Consultation and involvement findings	<p>Consultation meetings with both Joint Trade Union Secretary and Teachers Union who confirmed they had no concerns relating to the policy developed.</p> <p>Employee consultation resulted in one verbal feedback which was considered to be covered within the policy.</p>
Good practice guidelines	MOD/ Defence employer recommendations and frameworks and Model Policy. Benchmarks from other comparable Local Authorities/NHS & Public Sector Organisations, the majority having adopted MoD model policy, ACAS and GOV.UK.
Other (please specify)	Defence Employer Recognition Scheme pledges.
Is any further information required? How will you gather this?	Armed Forces Community profile being compiled and available mid 2019

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

	Issues identified and how the strategy addresses these
<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) 	<p>The policy supports all reservists of working age within all equality groups</p> <p>N/A</p> <p>Policy supports all genders and reverts to existing policy relating to pregnancy/maternity/Family Leave where applicable.</p> <p>Reasonable adjustments will be made as required to assist in recruitment of Reservists. Additionally, this policy outlines support to Reservists returning from</p>

<ul style="list-style-type: none"> • Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers) • 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>service and requiring reasonable adjustments and access to OH, EAP and sick pay.</p> <p>Policy will apply to any employee who exhibits a protected characteristic in employment.</p> <p>N/A</p> <p>Policy is inclusive in relation to religion/belief, sexuality and relationship status</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed • People on benefits • 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 community justice system • Those living in the most deprived communities (bottom 20% SIMD 	<p>East Lothian Council (the council) promotes employment of members of the Reserve Forces. This policy promotes support to veterans in their employment and covers all ELC employees.</p>

<p>areas)</p> <ul style="list-style-type: none"> • 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>Applicable to ELC employees from all areas.</p>

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

The policy supports the promotion of recruiting and retaining employees who are Reservists and will be complimented by practice via the Defence Employer Recognition Scheme, ELC currently hold the Silver Award and work is underway to attain the Gold Award recognition.

The Defence Employer Recognition Scheme requires that ELC demonstrate forces-friendly credentials as part of their recruiting and selection processes.

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?

Policy will be made available electronically and in hard copy, with alternative formats available on request. The policy will be readily available on the Intranet and will be signposted in MyJobScotland ELC Recruitment web page.

Communications to staff will be via Inform, cascaded via Service Heads to Line Managers. Additionally the policy includes a Handbook available to managers and staff. HR will provide support and information to all as required.

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	The policy focuses on the positive support provided to employees who are Reservists in relation to releasing for annual training and mobilisation and ensuring these employees are not disadvantaged in relation to pay, pension and return to work due to their Reservist status.
Promotes good relations within and between people with protected characteristics and tackles harassment	The policy outlines the Council's support of Reservists and recognition of the diversity of ELC employees.
Promotes participation, inclusion, dignity and self-control over decisions	The policy outlines the respective roles and responsibilities for Reservists and their managers which supports this.
Builds family support networks, resilience and community capacity	The policy outlines ELCs commitment to the Armed Forces Covenant which supports community living locally.
Reduces crime and fear of crime	Indirectly supports the role of the Armed Forces in crime reaction/fear of crime.
Promotes healthier lifestyles including <ul style="list-style-type: none"> • diet and nutrition, 	The policy recognises the life skills acquired by Reservists and provides opportunity to put into practice as part of Personal Development Planning.

<ul style="list-style-type: none"> • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills 	
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	N/A
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 of transport	
Improves the physical environment e.g. housing quality, public and green space	
Economic	
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. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person

11. Sign off by Head of Service



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Name Jim Lamond, Head of Council Resources
Date 15 October 2019