# Supporting Good Decisions

**Promoting Equality and Human Rights;**
**Reducing Poverty; and**
**Protecting the Environment**

# Integrated Impact Assessment Form

# Integrated Impact Assessment Form

## Promoting Equality and Human Rights;
## Reducing Poverty; and Protecting the Environment

| | |
|---|---|
| **Title of Policy/ Proposal** | Worksmart |
| **Timescale for Implementation** | September 2021 |
| **IIA Completion Date** | May 2021 |
| **Completed by** | Gail Scott, HR Adviser |
| **Lead officer** | Zoe McFadzean, HR Business Partner |

## Section 1: Screening

**1.1 Briefly describe the policy/proposal/activity you are assessing.**
Set out a clear understanding of the purpose of the policy/ proposal/ activity being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

The Worksmart policy outlines the range of flexible working options open to employees including annualised hours, compressed hours, variation in hours, part-time working and ad-hoc homeworking all of which are aimed at retaining, attracting and supporting a skilled, effective workforce to deliver all East Lothian Council services.

The aims of this policy are to enable continuous improvement and promote new ways of working which align with the council's East Lothian Council Plan, Asset Strategy and Management Plan and Climate Change strategy. For example reducing office accommodation costs through home working and hot-desking, which may also reduce travel and heating/lighting costs.

This policy applies to all council employees including those posts covered by the Scottish Negotiating Committee for Teachers, regardless of length of service, who are entitled to make a written request to work flexibly, with only one request every 12 months permitted.

**1.2 What will change as a result of this policy?**

Employees will benefit from the opportunity to request flexible working arrangements to support their work and life balance. The ability to apply for flexible working arrangements may also retain skilled employees and attract new employees via recruitment and selection.

These arrangements will support the council to achieve the goals within corporate strategies (see 1.1) and positive results expected include:

• A more flexible workforce able to deliver services in a more flexible way.

• Enhanced recruitment and retention of employees who are seeking flexible working arrangements.

• Realisation of elements of the Asset Strategy and Management Plan by freeing up or reducing the need for serviced office space.

• Realisation of elements of the Climate Change Strategy by reducing personal and business travel requirements, reduction of serviced office space and equipment.

• New ways of working, embracing technology to offer a variety of services, enhancing availability of access for service users.

• Review of the effectiveness of this policy towards the end of the first year following implementation will take place.

**1.3 Deciding if a full Impact Assessment is needed.**

Please answer the following questions:

| | Yes | No |
|---|---|---|
| 1. The policy/ proposal has consequences for or affects people e.g. how they can access a service? | ✓ | |
| 2. The policy/proposal has potential to make a significant impact on equality and human rights, socio-economic disadvantage, the council's role as a corporate parent, or the council's commitment to rackling climate change? | ✓ | |
| 3. The policy/proposal is likely to have a significant environmental impact as defined by the Environmental Impact Assessment (Scotland) Act 2005? | | ✓ |
| 4. The policy/ proposal involves a data processing activity (storage / collection of personal data) that is likely to result in a high risk to individuals as determined by Article 35 of the General Data Protection | | ✓ |

| Regulation? | | |
|---|---|---|

- If you have answered yes to questions 1 and 2 above, please proceed to complete the Integrated Impact Assessment. If you have answered No then an IIA does not need to be completed.  Please keep a copy of the screening paperwork.

- If you have answered yes to question 3, you will need to consider whether you need to complete a Strategic Environmental Assessment.

- If you have answered yes to question 4, you will need to consider whether you need to complete a Data Protection Impact Assessment. Please seek further advice from the Team Manager Information Governance.

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## Section 2: Integrated Impact Assessment

2.1 **Have those who are directly affected by the policy had the opportunity to comment on new proposals?**

Yes via Corporate Management Team, Senior Management Team, formal Trade Union and Employee Consultations.

2.2 **What information/data have you used to inform the development of the policy to date?**

Benchmarking and research from other Scottish Local Authorities, Society of Personnel & Development Scotland (SPDS), Chartered Institute of Personnel & Development (CIPD), XpertHR, COSLA, ACAS, ELC Employee Survey. Consideration of the council's Equalities Monitoring Report 2019/2020 which can be found [here](here)

2.3 **What does the evidence/ research suggest about the policy's actual or likely impact on equality groups and those vulnerable/ or experiencing socio-economic disadvantage?**

| Evidence | Comment |
|---|---|
| Which groups are in particular need of this service? | Families, working parents, those with health concerns or disabilities. |
| What level of service uptake/ access is there from protected and vulnerable groups? | Tbc |
| Can you identify positive outcomes for service users | Yes (see 1.1 & 1.2 above) |
| What is the service user experience of those from protected or vulnerable groups? | Tbc |
| What opportunity have those from protected groups had to | Full Employee and Trade Union Consultation has |

| | |
|---|---|
| co-produce or comment on the service/ plans? | been undertaken |

2.4 **How does the policy <u>meet the different needs</u> of groups in the community?**

| | Comments |
|---|---|
| **Equality Groups**<br><br>• Older people, people in the middle years<br><br>• Children and young people children<br><br>• Women, men and transgender people (includes issues relating to pregnancy and maternity)<br><br>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)<br><br>• Minority ethnic people (includes Gypsy/Travellers,  migrant workers)<br><br>• Refugees and asylum seekers<br><br>• People with different religions or beliefs (includes people with no religion or belief)<br><br>• Lesbian, gay, bisexual and heterosexual people<br><br>• People who are unmarried, married or in a civil partnership | This policy is inclusive and accessible to all employees.<br><br>Benefits include:<br><br>Flexibility of working arrangements to accommodate personal responsibilities and commitments outwith work, potential for reduced travel time and expense, flexibility to accommodate carer responsibilities (elder and childcare), flexibility to support those with underlying health conditions and disabilities.<br><br>More flexibility for religious observance.<br><br>Offering flexible working may open up vacancies to a wider pool of applicants from a wider community groups and geographical area.<br><br>Flexible working may support the retention and attraction of staff as it offers flexibility to support home and work life balance. |
| **Those vulnerable to falling into poverty**<br><br>• Unemployed<br><br>• People on benefits | The council is an equal opportunities employer and all roles within the council are open to individuals from all groups of society and the community.<br><br>Flexible working offers flexibility within |

| | |
|---|---|
| • Lone Parents<br><br>• Care experienced children and young people<br><br>• Carers (including young carers)<br><br>• Homeless people<br><br>• Those involved in the community justice system<br><br>• People with low literacy/numeracy<br><br>• Families with 3 or more children<br><br>• Those with a child/ children under 1 | the working day which could support lone parents and those caring for elders, children and young people to have flexibility to attend to their dependants needs and avoid associated care support costs.<br><br>Arrangements within the flexible working options may provide the opportunities for savings on travel to work costs, opportunities for paid work with the flexibility to undertake carer and personal responsibilities. |
| **Geographical communities**<br><br>• Rural/ semi rural communities<br><br>• Urban Communities<br><br>• Coastal communities<br><br>• Those living in the most deprived communities (bottom 20% SIMD areas) | Elements of this policy could be particularly beneficial for those living in remote or outlying areas as work can be undertaken part-time or from home on an ad hoc basis which opens up a broader employment opportunities market. |
| **People with communication needs:**<br><br>• Gaelic Language Speakers {refer if necessary to the Council's Gaelic Language Plan}<br><br>• British Sign Language (BSL) users {refer if necessary to the Council's BSL Plan}<br><br>• English as a Second Language<br><br>• Other e.g. DeafBlind, Plain English, Large Print | There is scope for the provision of support to address specific communication needs for employees working flexibly. |

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

The Worksmart policy is open to all employees, however, it is recognised that some elements of flexible working arrangements may not be suitable for certain job roles.

2.6 **Is any part of this policy/ service to be carried out wholly or partly by contractors?**
If yes, how have you included equality and human rights considerations into the contract?

No

2.7 **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?**

Via Inform, MyHR, cascade via Service Heads/Head Teachers, provision of guidance and support on the Intranet, employee induction, with alternative formats will be available upon request.

2.8 **Please consider how your policy will impact on each of the following?**

| **Equality and Human rights** |
|---|
| • Promotes / advances equality of opportunity e.g. improves access to and quality of services |
| • Promotes good relations within and between people with protected characteristics and tackles harassment |
| • Promotes participation, is inclusive and gives people control over decisions which affect them |
| • Preserves dignity and self-respect of individuals (does not lead to degrading treatment or stigma) |
| • Builds support networks, resilience, community capacity |
| Comments: |
| ✓ The policy is open to all current and potential employees to apply for all types of flexible working outlined within the policy which supports flexibility within work. |
| ✓ The policy enables flexible working which can be aligned with evolving customer and service needs. |
| ✓ The policy promotes and outlines ongoing support and inclusion of all flexible workers as |

part of the team and the wider workforce.

✓ Technological support enables networking, inclusion and support of all flexible workers.

## Socio-Economic Disadvantage / reducing poverty

- Maximises income and/or reduces income inequality

- Helps young people into positive destinations

- Aids those returning to and those progressing within the labour market

- Improves employability skills, including literacy and numeracy

- Reduces the costs of taking part in activities and opportunities

- Reduces the cost of living

Comments :

✓ The policy has the potential to maximise income, reduce income inequality and reduce the cost of living due to reduction in costs associated with travel to work.

✓ The policy enables flexibility for employees to undertake personal commitments and responsibilities outwith their working patterns.

✓ The flexibility options within this policy could benefit those returning to work requiring flexibility due to for example, child or elder care responsibilities or undertaking studies.

✓ The policy supports employees to continue to develop skills as part of ongoing Personal Development and Review.

## Tackling Climate Change

- Reduces the need to travel or increases access to sustainable forms of transport

- Minimises waste / encourages resource efficiency / contributes to the circular economy

- Ensures goods / services are from ethical, responsible and sustainable sources

- Improves energy efficiency / uses low carbon energy sources

- Protects and/or enhances natural environments / habitats / biodiversity

- Promotes the transition to a low carbon economy

- Prepares and/or adapts communities for climate change impacts

Comments:

  ✓  The policy potentially reduces the frequency of need to commute to work e.g compressed hours, part-time working etc.

**Corporate Parenting and Care Experienced Young People**

- Impacts on care experienced young people
- Provides opportunities or reduces opportunities to participate in activities which are designed to promote the wellbeing of young people
- Adversely affects the wellbeing of young people
- Adversely impacts on outcomes for care experienced young people

Comments:

n/a

## Section 3. Action Plan

What, if any changes will be made to the proposal/ policy as a result of the assessment?

| Changes to be made | Expected outcome of the change | Resources Required | Timeline | Responsible person |
|---|---|---|---|---|
| n/a | | | | |
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| | | | | |

**For consideration of the Head of Service**

Can you identify any cumulative impacts on equality groups or vulnerable people arising from this policy, when considered alongside other changes across other services?

Beyond anything already highlighted earlier in this document, I am unaware of any cumulative impacts that need to be disclosed and considered

**Sign off by Head of Service**

    Name:      James D Lamond
               Executive Director for Council Resources

    Date:      16th June 2021