

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	Flexible Working Hours Policy
Timescale for Implementation	September 2021
I/A Completion Date	May 2021
Completed by	Gail Scott, HR Adviser
Lead officer	Zoe McFadzean, HRBP

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.

East Lothian Council aims to put our customers at the heart of everything we do, whilst recognising the need for employees to manage the balance between work commitments, family responsibilities and lifestyle choices, and supports flexible working practices subject to service needs.

The aim of the Flexible Working Hours Policy is to enable a more flexible approach in delivering customer focused council services whilst balancing the day to day needs of employees within and outwith work.

The policy outlines clear flexitime parameters for those employees eligible for flexitime arrangements, recognising that there are also alternative flexible working arrangement options available to all employees under the council's Worksmart and Homeworking policies.

1.2 What will change as a result of this policy?

- To complement other council flexible working policies and to support a cultural shift to new ways of working, with a focus on supporting flexibility within employees' daily working lives, whilst retaining the option to take flexi-leave.
- The opportunity for more effective management of employee capacity whilst ensuring the health, safety and wellbeing of employees.
- Greater day to day flexibility for employees under the flexitime scheme e.g. scope for later starts and earlier ends to the working day, extended break times during the day.
- 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 tackling 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 and 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, Chartered Institute of Personnel & Development (CIPD), XpertHR, COSLA, ACAS. Feedback from council managers in regard to the challenges of applying the flexitime fairly. Consideration of the council's Equalities Monitoring Report 2019/2020 which can be found [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	Full management, Trade Union and Employee

from protected groups had to co-produce or comment on the service/ plans?	Consultation has been undertaken
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2.4 How does the policy meet the different needs of groups in the community?

	Comments
<p>Equality Groups</p> <ul style="list-style-type: none"> • Older people, people in the middle years • Children and young people 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) • 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>This policy is inclusive and accessible to local government and SNCT Associated Professional employees. It aims to ensure there are no barriers to accessing the provisions within this policy.</p> <p>Benefits include:</p> <p>Flexibility of working arrangements with scope for daily flexibility and to book flexi leave days in advance, to accommodate personal responsibilities and commitments outwith work, flexibility to accommodate carer responsibilities (elder and childcare), flexibility to support those with underlying health conditions and disabilities.</p> <p>More flexibility for religious observance.</p> <p>Offering flexitime may open up vacancies to a wider pool of applicants from a wider community groups and geographical area.</p> <p>Flexitime may support the retention and attraction of staff as it offers flexibility to support home and work life balance.</p>
<p>Those vulnerable to falling into poverty</p> <ul style="list-style-type: none"> • Unemployed 	<p>The council is an equal opportunities employer and all roles within the council are open to individuals from all groups</p>

<ul style="list-style-type: none"> • People on benefits • Lone Parents • Care experienced children and young people • Carers (including young carers) • Homeless people • Those involved in the community justice system • People with low literacy/numeracy • Families with 3 or more children • Those with a child/ children under 1 	<p>of society and the community.</p> <p>Flexitime working offers flexibility within 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.</p> <p>Arrangements within the flexible working options may provide the opportunities for paid work with the flexibility to undertake carer and personal responsibilities.</p>
<p>Geographical communities</p> <ul style="list-style-type: none"> • Rural/ semi rural communities • Urban Communities • Coastal communities • Those living in the most deprived communities (bottom 20% SIMD areas) 	<p>This policy could be beneficial for those living in remote or outlying areas as work can be undertaken flexibly to accommodate avoidance of busy travel times and take flexi leave which may open up a broader employment opportunities market.</p>
<p>People with communication needs:</p> <ul style="list-style-type: none"> • Gaelic Language Speakers {refer if necessary to the Council’s Gaelic Language Plan} • British Sign Language (BSL) users {refer if necessary to the Council’s BSL Plan} • English as a Second Language • Other e.g. DeafBlind, Plain English, Large Print 	<p>There is scope for the provision of support to enable specific communication needs for all employees.</p>

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

The Flexible Working Hours policy is open to only those employees working under local government employee and relevant SNCT Associated Professional's terms and conditions i.e. circa 20% of council workforce.

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 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

✓ The policy is open to two main employee groups, however, employees outwith these groups are excluded from the policy due to requirements of job roles and/or other terms and conditions.

✓ The policy enables flexible working which can be aligned with evolving customer and service

needs.

- ✓ The policy enables inclusion of all employees participating in the flexitime scheme as part of their team and the wider workforce.
- ✓ The policy outlines procedures to ensure fair application for all who participate.

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 :

- ✓ Flexitime working enables employees to build time credit which can be taken at a later time thus ensuring paid time away from work when required.

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 scope to take flexileave will reduce the need to commute to work on those leave days.
- ✓ Positive impact on the council's climate change strategy.

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
Access to flexitime now includes SNCT Associated professional staff groups.	Consistency of application of the policy across these groups.		September 2021	Line Manager/ Head of Service
Maximum 10 hours per day to be accrued as flexitime introduced	To support work life balance and health and wellbeing of employees		September 2021	Line Manager

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