

**Supporting Good Decisions**

**Promoting Equality and Human Rights;**

**Reducing Poverty; and**

**Protecting the Environment**

**Integrated Impact Assessment Form**

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**Promoting Equality and Human Rights;**

**Reducing Poverty; and Protecting the Environment**

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| --- | --- |
| **Title of Policy/ Proposal** | Menopause and Hormonal Conditions Policy |
| **Timescale for Implementation** | October 2023 |
| **IIA Completion Date** | 10 August 2023 |
| **Completed by** | Gail Scott, HR Adviser |
| **Lead officer** | Zoe McFadzean, Team Manager, HR Operations |

**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.

This policy is intended to support employees who are experiencing symptoms associated with hormonal conditions, which impact their day to day activity, including, but not restricted to, the menopause, perimenopause, andropause (male menopause) and conditions such as menorrhagia (heavy periods), dysmenorrhea (painful periods), endometriosis (a disease where tissue similar to the lining of the uterus grows outside the uterus), Transgender Hormonal Therapy (also called hormonal reassignment) and Polycystic Ovary Syndrome (PCOS).

The purpose of the policy is to inform and empower our managers and employees to be able to hold open, honest, confidential and supportive discussions about hormonal conditions, including menopause, and associated symptoms and what can be done to support those employees to manage their health and ability to continue to perform well in their roles. Recognising that, for some, symptoms experienced may be long term i.e. over a number of years.

The aim of the policy and supporting guidance within the appendices is to raise awareness and make all managers and employees aware of menopause and other hormonal conditions, with a view to understanding how these conditions can affect colleagues at work.

This policy does not explicitly specify all hormonal health conditions, concerns and symptoms, its fundamental aim is to outline the support available to employees.

* 1. **What will change as a result of this policy?**

The policy outlines and signposts the support that is available for all employees affected by symptoms related to menopause and hormonal conditions.

It is intended also to inform and raise the awareness of all managers and employees in recognising that individuals will go through different phases and stages in life, experiencing menopause and/or hormonal conditions that may require additional support from their employer and understanding from colleagues at work during these times.

It is anticipated that the policy will go some way to supporting and encouraging a culture of open-ness and understanding in regard to challenges faced by those encountering symptoms associated with menopause and other hormonal conditions.

Managers will have clear guidance on the types of organisational support and adjustments that can be put in place to support employees affected by symptoms associated with menopause and other hormonal conditions.

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

Please answer the following questions:

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|  | **Yes** | **No** |
| 1. The policy/ proposal has consequences for or affects people e.g. how they can access a service? | ✓ |  |
| 1. 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? | ✓ |  |
| 1. The policy/proposal is likely to have a significant environmental impact as defined by the Environmental Impact Assessment (Scotland) Act 2005? |  | ✓ |
| 1. 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**

* 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 full Employee Consultation.

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

A range of benchmarking and research from other Scottish Local Authorities, public and private sector employers, XpertHR, Chartered Institute of Personnel & Development (CIPD), XpertHR, COSLA, ACAS, NHS, NHSScotland, charities and specialist organisations e.g. Menopause UK, Endometriosis UK.

* 1. **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?**

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| **Evidence** | **Comment** |
| Which groups are in particular need of this service? | All employees who experience menopausal and/or hormonal conditions which impact on wellbeing and attendance/performance at work.  As this is a new policy, this information will not be immediately available.  Positive outcomes for employees include employer and management support, advice and consideration of practical adjustments at work for employees; provision of facilities for rest, provision of free sanitary products and access to flexible working arrangements.  As this is a new policy, this information will not be immediately available.  Full employee and Trade Unions consultation and engagement with ELC HWL, Menopause Group |
| What level of service uptake/ access is there from protected and vulnerable groups? |
| Can you identify positive outcomes for service users |
| What is the service user experience of those from protected or vulnerable groups? |
| What opportunity have those from protected groups had to co-produce or comment on the service/ plans? |

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

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| --- | --- |
|  | **Comments** |
| **Equality Groups**   * 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 | The policy offers support to all groups of employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation or marital status within the council who are affected by menopausal and hormonal conditions at all life stages. The policy will be of particular support to women experiencing menopause, whilst inclusive in the provision of support for all employees adversely affected by hormonal conditions or changes. |
| **Those vulnerable to falling into poverty**   * Unemployed * 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 | The policy allows for toilet facilities and provision of free sanitary/hygiene products for all employees in need. Adjustments and support available at work may enable those affected to stay in employment. |
| **Geographical communities**   * Rural/ semi-rural communities * Urban Communities * Coastal communities * Those living in the most deprived communities (bottom 20% SIMD areas) | The policy will support and enable employees living in the most deprived communities to continue to work for as long as possible. |
| **People with communication needs:**   * 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 | The policy will be made available upon request in various forms of media |

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

This new Policy will raise awareness of all employees in relation to the impact of menopause and other hormonal conditions and changes experienced by colleagues, whilst outlining support measures and encouraging understanding and support from managers and colleagues, further demonstrating the council’s commitment to embracing equality, diversity and inclusion in the workplace.

* 1. **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?

N/A

* 1. **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?**

The policy will be communicated through various channels and cascaded via line managers. The policy and related documents can be made available in various formats upon request.

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

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| **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 promotes inclusion and access for all employees in relation to promoting awareness, to share understanding of the challenges faced by those experiencing menopause or other hormonal condition or change, whilst providing support for those affected by menopause and other hormonal conditions.  An aim of the policy is to promote awareness and foster an environment of understanding of others in relation to individuals who are affected by menopause and other hormonal conditions.  The policy offers support options which employees can consider, recognising that employees will have differing experiences and needs and the right to preserve dignity and self-respect.  We recognise that discussing these health topics with a manager may be embarrassing or difficult/stressful and undermine its intention to support. To mitigate this, the policy will be supported with staff information, manager guidance and HR advice to ensure that the policy in particular preserves dignity and self-respect. |
| **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 :  Provision of free sanitary/hygiene products addresses income inequality and will help to reduce the cost of living for employees.  Fosters a workplace culture that may attract candidates who would benefit from the support outlined within this policy.  The implementation of the policy aims to support, and as far as possible enable employees to stay in work. |
| **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:  N/A |
| **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:  The policy goes some way to providing support which will promote and support the wellbeing of young people experiencing symptoms related to hormonal health and conditions. |

**Section 3. Action Plan**

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

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| **Changes to be made** | **Expected outcome of the change** | **Resources Required** | **Timeline** | **Responsible person** |
| ***Consultation will inform some of this*** |  |  |  |  |
| Provision of free sanitary products to ELC employees | Will support employees on low income as well as supporting employees where need arises unexpectedly |  | In progress (May 2023) | Equalities & Tackling Equalities Officer |
| Inclusion of menopause and hormonal conditions within our absence management recording | To enable monitoring and reporting on absences due to these conditions. |  | From October 2023 | HR Performance & Business Support |
| Guidance and Training materials will be developed for managers and employees | To promote and encourage an environment where colleagues feel confident in seeking support to manage conditions and stay in employment. |  | In progress for implementation October 2023 onwards | People & Council Support |
| Further regular communications to all employees via for example, employee newsletters and articles | To raise awareness of menopause and hormonal conditions to further enable an environment where these health concerns can be openly discussed, understood and supported. |  | In progress | People & Council Support and  Improvement, Policy and Communications |
| Inclusion of related health and wellbeing questions within the bi-annual employee surveys | To better understand the impact of these conditions on employees to inform policies and support measures |  |  | Improvement, Policy and Communications |

**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?

No – the impacts of this policy are positive and will not have any negative cumulative impact on equality groups or vulnerable people.

**Sign off by Head of Service**

Name: Morag Ferguson

Date: 14th August 2023