

**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** | Domestic Abuse & Integrated Impact Assessment |
| **Timescale for Implementation** | December 2025 |
| **IIA Completion Date** | October 2025 |
| **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 Domestic Abuse or Gender Based Violence. The policy outlines council’s position on domestic abuse and all forms of Gender-Based Violence (GBV) which may affect employees of all genders in the workplace and sets out our policy and procedure for supporting employees affected and perpetrators of abuse.

East Lothian Council is committed to ensuring gender equality in the workplace and taking a zero-tolerance stance in addressing domestic abuse and gender-based violence (DA/GBV) when and wherever it occurs. We acknowledge the impact of DA/GBV on the health and wellbeing of our employees and aim to provide a safe and supportive working environment by providing practical, confidential support for employees who have or are experiencing DA/GBV and for those perpetrating DA/GBV whilst raising awareness and understanding of the issue across the organisation.

The purpose of the policy is to empower our managers and employees to be able to hold open, confidential, and supportive discussions with those affected.

The policy adopts a gender-based approach which recognises that women and girls and those assigned female at birth (AFAB) are more likely to experience DA/GBV domestic abuse or gender-based violence however, it is recognised that men and those assigned male at birth (AMAB) the policy and support is applicable and accessible to anyone experiencing, or perpetrating, domestic abuse or gender-based violence regardless of gender.

* 1. This policy applies to all council employees irrespective of role, responsibility, or individual contractual arrangements. All employees will receive the same access to support and will be susceptible to the same course of action in the management of perpetrators.
  2. **What will change as a result of this policy?**

The policy aims to ensure an environment and culture, where employees can feel supported and safe in seeking help and advice. It aims to ensure that all employees understand domestic abuse and gender-based violence and the impact on those who are affected by it.

It outlines the support available internally and the specialist external support.

It outlines procedures to be followed regarding perpetrators of abuse, along with support available to those perpetrators who wish to address their behaviour.

This policy seeks to embed a culture of equality, and in particular gender equality, within the workplace.

It is hoped that the policy will go some way to supporting and encouraging a culture of openness and understanding regarding challenges faced by those encountering domestic abuse or gender-based violence.

Managers will have clear guidance provided to ensure employees are fully supported.

* 1. **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? | ✓ |  |
| 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, children’s rights, 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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?**

Benchmarking from other Local Authorities, advice from Women’s Aid, research of subject via charities and support organisations, GovUk data, Acas, CIPD, Brightmine, ELC Trauma Informed specialist, ELC Equalities Working Group, Police Scotland.

* 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?**

|  |  |
| --- | --- |
| **Evidence** | **Comment** |
| Which groups are in particular need of this service? | Women and Girls, all genders of employee who are experiencing abuse and harm. |
| What level of service uptake/ access is there from protected and vulnerable groups? | Not known. |
| Can you identify positive outcomes for service users | Yes, immediate and specialist support signposting, along with support to adapt working arrangements (flexible working, removal from front line services, special leave etc) to mitigate impact of abuse or harm, and to help enable victims to make practical arrangements to leave situations of abuse, make provisions for family. The policy also provides access to support for those perpetrators who recognise the need to change behaviours. |
| What is the service user experience of those from protected or vulnerable groups? | Not known re employees. |
| What opportunity have those from protected groups had to co-produce or comment on the service/ plans? | Full employee consultation undertaken |

**2.4 How does the policy meet the different needs of groups in the community**

|  |  |
| --- | --- |
| **Equality Groups** | **Comments** |
| Older people, people in the middle years | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| Children and young people children | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| Women, men, and transgender people (includes issues relating to pregnancy and maternity) | The appendix of this policy highlights specialist gender-based violence services, including specific helplines for women, men, and transgender individuals. |
| Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems) | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| Minority ethnic people (includes Gypsy/Travellers, migrant workers) | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| Refugees and asylum seekers | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| People with different religions or beliefs (includes people with no religion or belief) | The appendix of this policy highlights specialist gender-based violence services, including specific helplines for individuals of different religions or beliefs (e.g. The Muslim Women’s Resource Centre). |
| Lesbian, gay, bisexual, and heterosexual people | The appendix of this policy highlights specialist gender-based violence services, including specific helplines for LGBTQ+ individuals. |
| People who are unmarried, married or in a civil partnership | The policy is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| **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 is inclusive of all employees, regardless of age, ability, gender, ethnicity, religious belief, sexual orientation, or marital status within the council who are affected. |
| **Geographical communities**   * Rural/ semi-rural communities * Urban Communities * Coastal communities * Those living in the most deprived communities (bottom 20% SIMD areas) | The policy provides for additional support considerations for those who work from home and may be resident outwith East Lothian. |
| **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 revised Policy will raise awareness to all employees in relation to the impact of Domestic Abuse and Gender Based Violence, whilst outlining support measures and encouraging understanding and support from managers and colleagues, further demonstrating the council’s commitment to supporting affected employees.

* 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 including MyHR, Employee Intranet 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?**

|  |
| --- |
| **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, sharing understanding of the challenges faced by those experiencing domestic abuse and gender-based violence, whilst providing support for those perpetrators who are open to receiving it.  An aim of the policy is to promote awareness and foster an environment of understanding of others in relation to individuals who are affected or are at risk of being affected by domestic abuse and gender-based violence.  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.  The policy will be supported with staff information and manager guidance to ensure that the policy in particular preserves dignity and self-respect, and takes a trauma informed, person-centred approach. |
| **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 implementation of the policy aims to support, and as far as possible enable employees to stay in work.  Fosters a workplace culture that may attract candidates who would benefit from the support outlined within this policy. |
| **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, directly or indirectly, the negative effects of domestic abuse or gender- based violence. |

**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** |
| Guidance and Training materials will be developed for managers and employees | To promote and encourage an environment where colleagues feel confident in seeking support and stay in employment. |  | In progress for implementation November 2025 | People & Council Support |
| Further regular communications to all employees via for example, employee newsletters and articles | To raise awareness of domestic abuse and gender-based violence to further enable an environment where these concerns can be discussed, understood, and supported. |  | In progress | People & Council Support and |

**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?

**Sign off by Head of Service**

Name: Hayley Barnett, Head of Corporate Support

Date: 21 October 2025