

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

<p>Title of Proposal:</p>	<p>Flexible Working Policy</p>
<p>What is it?</p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/></p>
<p>Description of the proposal: (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate)</p>	<p>Scottish Borders Council (SBC) recognises that all employees need to achieve a balance between their home and their work in order to live and work healthily. This policy aims to provide ways of achieving that balance through flexible working practices. The purpose of the policy is to inform and provide the necessary information to employees of the options, the general conditions of eligibility and the application process with regard to flexible working patterns with reference to SBC's terms and conditions of service and employment legislation.</p> <p>The reviewed policy clearly defines several options for flexible working. This, together with refreshed guidance on the application of the procedures contained within</p>

	the policy, ensures that the policy continues to be relevant and fit for purpose.
Service Area: Department:	Human Resources
Lead Officer: (Name and job title)	Iain Davidson Employee Relations Manager
Other Officers/Partners involved: (List names, job titles and organisations)	Simone Doyle HR Equality & Diversity Officer
Date(s) IIA completed:	17 th & 19 th February 2020

2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?

Yes / No <i>(please delete as applicable)</i>
If yes, - please state here: This Policy is aligned to the Flexitime Scheme Policy. It must be noted that the Flexitime Scheme Policy is a stand- alone policy and as such has its own Integrated Impact Assessment.

3 Legislative Requirements

3.1 Relevance to the Equality Duty:
Do you believe your proposal has any relevance under the Equality Act 2010?

(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)

Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	The policy covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the policy and related procedures.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	The policy as a whole seeks to advance the equality of opportunity for and between different protected groups.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	The purpose and intended outcomes of this policy do not seek to foster good relations between and across protected groups. Therefore it is considered that this aspect is not relevant to the General Duty.

3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)

Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.

	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
Age Older or younger people or a specific age grouping		x		This policy is intended to ensure fair treatment for young and older people who may experience the need to apply for flexible working in order to manage caring responsibilities and work -life balance. The impacts are likely to be positive.

				For those employees who are near the age of retirement the policy clearly sets out arrangements for phased and flexible retirement, which are of benefit to those who are eligible to use them.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		<p>Potential positive impact for employees with disabilities where adjusting their work pattern might help them to continue to work.</p> <p>The policy makes specific mention of protection for those with a disability, recognising that employees with a disability may benefit from flexible working.</p> <p>People with limited mobility should be positively impacted by this policy as home working can assist with overcoming the challenge of travel to the workplace.</p>
Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth		X		<p>Positive potential impact for employees undergoing gender reassignment process where adjusting their work pattern might help them have time to undergo treatment.</p> <p>In addition the policy statement has been extended to include Gender reassignment.</p>
Marriage or Civil Partnership people who are married or in a civil partnership	X			This policy is consistent in its approach to the management of flexible working regardless of an employee's marital status.
Pregnancy and Maternity (refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),		X		This policy recognises that employees who are pregnant or during a period of maternity may benefit from flexible working.
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy		X		It is not considered that this policy would have an impact on people of different racial groups. However, where different racial groups have specific cultural requirements

travellers, refugees, migrants and asylum seekers)				which may require a different working pattern, the policy will provide a mechanism to consider meeting this need.
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)		X		Potential for positive impact on employees who may wish to work flexibly in order to observe religious practices.
Sex – Gender Identity women and men (girls and boys) and those who self-identify their gender		X		This policy is consistent in its approach to the management of flexible working regardless of the employee's gender. Additionally the policy includes specific detail for part time working/job share which can be requested by both male and female employees. This will assist in, for example, employees returning to work after maternity/paternity/adoption leave.
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			This policy is consistent in its approach to the management of flexible working regardless of an employee's sexual orientation.

3.3 Fairer Scotland Duty

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions.

The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.

Is the proposal strategic?

Yes/ No (*please delete as applicable*)

If No go to Section 3.4

Whilst this is a corporate policy it is deemed not relevant to the Fairer Scotland Duty. The policy is consistent in its approach to the management of flexible working regardless of an employee's social/economic status or health inequalities.

If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:

	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.				
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies				
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				
Socio-economic Background – social class i.e. parents' education, employment and income				
Looked after and accommodated children and young people				
Carers paid and unpaid including family members				
Homelessness				
Addictions and substance use				
Those involved within the criminal justice system				

4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

Yes / No (please delete as applicable)

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

The policy is an internal policy. Applied consistently, the policy provides managers and staff with a clear policy framework for the management of flexible working.

SBC recognises that employees may wish to request flexible working arrangements for a variety of reasons and is committed to facilitating such opportunities wherever the employee’s preferred working arrangements can be balanced with the business of SBC and its commitment to providing quality services.

A full impact assessment is not a requirement. However, to ensure that the policy remains fit for purpose, it will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	19 th February 2020
Counter Signature Service Director	Clair Hepburn
Date:	27 th February 2020