

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Substance Misuse Policy
What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
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>This policy sets out Scottish Borders Council's position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The policy defines substances and substance misuse and makes reference to the associated legislation with regards to alcohol and the misuse of drugs. Roles and responsibilities are clearly defined within the Policy along with details on how employees can be educated and trained on the subject matter.</p> <p>The policy indicates the Council's commitment to ensuring the health, safety and welfare of its employees and the public recognising that every individual has a responsibility for their own health.</p>

Service Area: Department:	Human Resources People Performance & Change
Lead Officer: (Name and job title)	Iain Davidson Employee Relations Manager
Other Officers/Partners involved: (List names, job titles and organisations)	
Date(s) IIA completed:	28 th June 2022

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

Yes
<p>If yes, - please state here:</p> <p>This policy is associated to the following key HR policies:</p> <ul style="list-style-type: none"> • Attendance Management Policy • Disciplinary Procedures for Misconduct • Guidelines on Special Leave

3 Legislative Requirements

3.1 Relevance to the Equality Duty:	
<p>Do you believe your proposal has any relevance under the Equality Act 2010? Yes <i>(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.)</i></p>	
Equality Duty	Reasoning:
<p>Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i></p>	<p>Due to the nature of this Policy it is not directly relevant to the public sector equality duty. The Policy follows good practice and applies to all employees regardless of protected characteristic.</p>
Promotion of equality of opportunity?	

<i>(Will your proposal help or hinder the Council with this)</i>	Nevertheless it is felt that the Policy is likely to have a positive impact due to its availing of access to all staff, allowing the promotion of equality of opportunity. The Policy also sets out a clear procedure for all Employees to follow which should allow for consistent and fair application.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	

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		<p>This policy sets out Scottish Borders Council’s position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The Policy makes all reasonable provision to ensure equality of access to all staff. There are no statements or conditions or requirements that disadvantage any particular group of people with a protected characteristic.</p> <p>Therefore it is deemed that there is no likelihood that this Policy will affect people who share protected characteristics differently from other people.</p> <p>Nevertheless it is felt that the policy is likely to have a positive impact for all staff, as it sets out a clear procedure for all Employees to follow which should allow for consistent and fair application.</p>
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		
Gender Reassignment/ Gender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth		X		
Marriage or Civil Partnership people who are married or in a civil partnership		X		
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		

Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)		X		
Sex women and men (girls and boys)		X		
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual		X		
<p>3.3 Fairer Scotland Duty</p> <p>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 <u>strategic</u> decisions.</p> <p>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.</p>				
<p>Is the proposal strategic?</p> <p>Yes (<i>please delete as applicable</i>)</p> <p>If No go to Section 4</p>				
<p>If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:</p>				
	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.	X			
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	X			
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)	X			
Socio-economic Background – social class i.e. parents' education, employment and income	X			
Looked after and accommodated children and young people	X			
Carers paid and unpaid including family members	X			
Homelessness		X		It is recognised that homelessness often is accompanied by issues of substance misuse. The policy provides a supportive framework.
Addictions and substance use		X		The policy provides a supportive framework for those suffering from addiction or substance misuse.
Those involved within the criminal justice system		X		It is recognised that those involved in the criminal justice system often have issues of substance misuse. The policy provides a supportive framework.

4 Full Integrated Impact Assessment Required

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

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 follows good practice and applies to all employees regardless of whether they belong to a protected characteristic or not.

Steps have been put in place to mitigate any risk of discrimination or unfair application of this Policy.

To ensure that the Policy continues to remain relevant and fit for purpose the Policy will be reviewed at least every two years.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	28/06/2022
Counter Signature Director	Clair Hepburn
Date:	Director People performance and change

Part 2 Full Integrated Impact Assessment

5 Data and Information

What evidence has been used to inform this proposal?

(Information can include, for example, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic publications and consultants' reports).

Please state your answer here

Describe any gaps in the available evidence,-then record this within the improvement plan together with all of the actions you are taking in relation to this (e.g. new research, further analysis, and when this is planned)

Please state your answer here

6 Consultation and Involvement

Which groups are involved in this process and describe their involvement

Please state your answer here

Describe any planned involvement saying when this will take place and who is responsible for managing the process

Please state your answer here

Describe the results of any involvement and how you have taken this into account.

Please state your answer here

What have you learned from the evidence you have and the involvement undertaken? Does the initial assessment remain valid?

What new (if any) impacts have become evident?

(Describe the conclusion(s) you have reached from the evidence, and state where the information can be found.)

Please state your answer here

7 Mitigating Actions and Recommendations

Consider whether:

Could you modify the proposal to eliminate discrimination or reduce any identified negative impacts?
(If necessary, consider other ways in which you could meet the aims and objectives of the proposal.)

Could you modify the proposal to increase equality and, if relevant, reduce poverty and socioeconomic disadvantage?

Describe any modifications which you can make without further delay (e.g. easy, few resource implications)

Mitigation Please summarise all mitigations for approval by the decision makers who will approve your proposal			
Equality Characteristic/Socio economic factor	Mitigation	Resource Implications (financial, people, health, property etc)	Approved Yes/No

8 Recommendation and Reasoning *(select which applies)*

- Implement proposal with no amendments
- Implement proposal taking account of mitigating actions (as outlined above)
- Reject proposal due to disproportionate impact on equality, poverty, health and Socio-economic disadvantage

Reason for recommendation:

Signed by Lead Officer:	
Designation:	
Date:	
Counter Signature Director	
Date:	

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This assessment should be presented to those making a decision about the progression of your proposal.

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.

Complete the below two sections. For your records, please keep a copy of this Integrated Impact Assessment form.

Action Plan (complete if required)

Actioner Name:	Action Date:
What is the issue?	
What action will be taken?	
Progress against the action:	
Action completed:	Date completed:

Monitoring and Review

State how the implementation and impact of the proposal will be monitored, including implementation of any amendments? For example what type of monitoring will there be? How frequent?

Please state your answer here

What are the practical arrangements for monitoring? For example who will put this in place? When will it start?

Please state your answer here

When is the proposal due for review?

Please state your answer here

Who is responsible for ensuring that this happens?

Please state your answer here