

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Flexible Working 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>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.</p> <p>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>Given Covid 19 and its challenges for safe working environments, employees and managers are now accustomed to working in different ways in particular in working remotely without attending the office. Consequently employees can make an application to work blended hours. This flexibility allows employees to</p>

	decide when they would like to work from home and when they would attend the workplace and also to work more flexible hours.
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:	22 nd June 2022

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

Yes / No (please delete as applicable)

If yes, - please state here:

This policy is associated with key Human Resources policies and where applicable should be cross referenced to gain further detail.

- Attendance Management Policy
- Code of Practice on Data Protection
- Equality Diversity, and Human Rights Policy
- Employee Travel and Mileage Policy
- Family Friendly Policy
- GDPR Staff Handbook
- Grievance Policy and Procedures
- Health & Safety Policy
- Information Security Policy
- Leave
- Learning & Development Policy
- Lone Working Procedures
- Managing Work Performance Policy
- Reasonable Adjustments Policy
- Recruitment and Selection
- Retention and Redeployment Policy and Procedure
- Strategic People Plan
- Training and Development Policy Statement
- Working Time Regulations

3 Legislative Requirements

3.1 Relevance to the Equality Duty:	
<p>Do you believe your proposal has any relevance under the Equality Act 2010? <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>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.</p> <p>A range of options for types of working and working patterns means groups who cannot work in a “traditional” way have the ability to take up work opportunities,</p>
<p>Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i></p>	<p>The policy as a whole seeks to advance the equality of opportunity for and between different protected groups.</p> <p>A range of options for types of working and working patterns means groups who cannot work in a “traditional” way have the ability to take up work opportunities,</p>
<p>Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></p>	<p>N/A .</p>

**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 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.</p> <p>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.</p>
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 will assist with overcoming the challenge of travel to the workplace.</p>

Gender Reassignment /Gender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth		X		Positive potential impact for employees undergoing gender reassignment process where adjusting their work pattern might help them have time to undergo treatment.
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 travellers, refugees, migrants and asylum seekers)		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 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 women and men (girls and boys)		X		This policy is consistent in its approach to the management of flexible working regardless of the employee's sex . 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.
<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 3.4</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		A more flexible form of working allows employees to save on travel costs.
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		Blended/ Home working means that transport is less of an issue for employees.
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		Employees with caring responsibilities can benefit from working flexibly in line with these responsibilities.
Homelessness	X			
Addictions and substance use	X			
Those involved within the criminal justice system	X			

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:	22 nd June 2022
Counter Signature Director	Clair Hepburn
Date:	5 th September 2022