

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<p><b>Title of Proposal:</b></p>	<p>Family Friendly at SBC incorporating Maternity/Adoption Leave/Pay, Paternity Support Leave/Pay, Shared Parental Leave/Pay, Parental Leave.</p>
<p><b>What is it?</b></p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/></p>
<p><b>Description of the proposal:</b> (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 is committed to providing a range of family friendly policies in accordance with national and statutory terms and conditions of service.</p> <p>This policy informs of the working arrangements for staff and elected members with family, or starting a family.</p> <p>The review of the policy ensures that employees are made aware of their rights and obligations of the policy provisions, and any impact they may</p>

	have on their employment and that the provisions are applied in a fair, consistent and effective way. It also ensures that Scottish Borders Council is compliant with all applicable legislation and national terms and conditions covering Family Friendly Policy and practice.
<b>Service Area: Department:</b>	Human Resources
<b>Lead Officer:</b> (Name and job title)	Iain Davidson
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	Gary Alexander Margot Black Simone Doyle Jackie Kinmond
<b>Date(s) IIA completed:</b>	December 2022.

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

Yes
<b>If yes, - please state here:</b>  This policy should also be read in conjunction with the Equality, Diversity & Human Rights Policy, Flexible Working Policy, Special Leave Policy and Parental Bereavement Leave Policy.

**3 Legislative Requirements**

<b>3.1 Relevance to the Equality Duty:</b>	
Do you believe your proposal has any relevance under the Equality Act 2010?	
<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b>	All three aspects of the Equality Duty apply. There is a positive effect on each.
<b>Promotion of equality of opportunity?</b>	
<b>Foster good relations?</b>	

**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									
<b>Age</b> Older or younger people or a specific age grouping		X		<p>These policies and accompanying procedures have a greater positive impact on younger employees/ elected members, who may be more likely to start a family than older employees.</p> <p>However, none of the policies are restricted by age.</p> <p>The age profile of SBC employees is as follows:</p> <table border="1"> <tr> <td>16 to 29</td> <td>10.38%</td> </tr> <tr> <td>30 to 44</td> <td>23.58%</td> </tr> <tr> <td>45 - 59</td> <td>46.48%</td> </tr> <tr> <td>60 and above</td> <td>19.56%</td> </tr> </table> <p>Organisationally 10.38% of individuals aged 16 to 29, whilst 66% are aged 45 – 60 above. (Jan – Dec 2020).</p>	16 to 29	10.38%	30 to 44	23.58%	45 - 59	46.48%	60 and above	19.56%
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<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		<p>The policy has a positive impact on this group by ensuring that the same processes are followed irrespective of whether or not an individual has a disability.</p>								

				<p>Managers/HR can provide support to individuals unable to understand/access the forms. Trade Union members can also seek support from their union.</p> <p>The policy can also be obtained in alternative formats.</p>
<p><b>Gender Reassignment/ Gender Identity</b> anybody whose gender identity or gender expression is different to the sex assigned to them at birth</p>		X		<p>With the exception of the Maternity Leave &amp; Pay Policy for both teaching and non teaching staff all of the policies apply with no distinction on the grounds of gender.</p> <p>The terminology used within the policies, other than relating to Maternity Leave &amp; Pay, is non gender specific and refers often to Partners.</p>
<p><b>Marriage or Civil Partnership</b> people who are married or in a civil partnership</p>		X		<p>The policy has a positive impact on this group by ensuring that spouses and civil partners have the right to family leave. .</p>
<p><b>Pregnancy and Maternity</b> (refers to the period after the birth, and is linked to <b>maternity</b> leave in the employment context. In the non-work context, <b>protection</b> against <b>maternity</b> discrimination is for 26 weeks after giving birth),</p>		X		<p>The provisions for employees who are expecting a baby, who are on a break from work after having a baby, or who are breastfeeding are set out in the policy.</p> <p>Employees on maternity leave are entitled to return to work to their original job under their original contract and on no less favourable terms and conditions. If their job becomes redundant during maternity leave suitable alternative employment will</p>

				be sought as a priority.. These provisions are mirrored for staff on adoption and shared parental leave.
<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		The policy has a positive impact on this group by ensuring that the same processes are followed irrespective of the race of the individual concerned. Additionally the policy is equally applicable to all those with the right to work in the UK.
<b>Religion or Belief:</b> different beliefs, customs (including atheists and those with no aligned belief)		X		The policy has a positive impact on this group by ensuring that the same processes are followed irrespective of the religion or belief of the individual concerned.
<b>Sex</b> women and men (girls and boys)		X		The policy has a positive impact on both sexes. While the maternity provisions by their very essence benefit women, the remaining provisions apply equally to men. It is, however, more likely that the take up of the parental/shared parental leave provisions will be greater for female employees, given caring responsibilities for children still tend to be taken on by women..
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual		X		The policy has a positive impact on this group by ensuring that partners in same sex relationships have the same rights as partners in heterosexual relationships..

### 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 4**

**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	
<b>Low and/or No Wealth</b> – 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		<p>SBC offers Occupational Maternity/Adoption Pay for those with qualifying service. This is in addition to Statutory Maternity/ Adoption Pay. It should be noted that individuals may not qualify for Statutory Pay but would qualify for Occupational Payments as there are no earnings eligibility criteria for Occupational Pay.</p> <p>Keeping in Touch (KIT) Days are available with payments made in addition to Statutory Pay.</p>

<b>Material Deprivation</b> – 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			There is no evidence to suggest that the policy has an impact on the basis of material deprivation.
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)	X			There is no evidence to suggest that the policy has an impact on the basis of where our employees live.
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income				SBC offers Occupational Maternity/Adoption Pay for those with qualifying service. This is in addition to Statutory Maternity/ Adoption Pay. It should be noted that individuals may not qualify for Statutory Pay but would qualify for Occupational Payments as there are no earnings eligibility criteria for Occupational Pay.
<b>Looked after and accommodated children and young people</b>	X			There is no evidence to suggest that the policy has an impact on these categories.
<b>Carers</b> paid and unpaid including family members	X			
<b>Homelessness</b>	X			
<b>Addictions and substance use</b>	X			
<b>Those involved within the criminal justice system</b>	X			



#### 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 overall impact of the policy has a positive impact on all groups with protected characteristics as set out in the Equality Act 2010 by ensuring that the same opportunities, entitlements and obligations exist and processes are followed for all staff.

The review of the policy has ensured that the policy reflects provisions that are a legal requirement when employees are expecting a baby, have recently had a baby, or their partner has or when adopting a child including all elements of pay and leave entitlement.

The policy will be reviewed in line with the HR Policy Schedule (at least every two years) unless changes to terms and conditions, legislation or best practice determine that an earlier review is required.

<b>Signed by Lead Officer:</b>	<b>Iain Davidson</b>
<b>Designation:</b>	<b>Employee Relations Manager</b>
<b>Date:</b>	<b>26/01/2023</b>
<b>Counter Signature Director</b>	<b>Clair Hepburn</b>
<b>Date:</b>	<b>27/01/2023</b>

