

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Work Opportunities Scheme 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's (SBC) Work Opportunities Scheme is designed to offer work opportunities, with appropriate support if required, within SBC to improve the employment prospects of those furthest from the labour market including young people, care leavers, people with mental health issues, and those with disabilities or long term health conditions.</p> <p>This policy sets out the potential opportunities, both paid and unpaid, within SBC for work experience and job taster sessions, work placements (including industrial/academic placements), apprenticeships and traineeships, seasonal employment opportunities, paid work, graduate opportunities and Internships. All of the above can be with or without support depending on what is appropriate.</p>
Service Area: Department:	Resilient Communities/ People, Performance & Change

Lead Officer: (Name and job title)	Alasdair Scott Employment Support Service Manager
Other Officers/Partners involved: (List names, job titles and organisations)	Simone Doyle HR Equality & Diversity Officer Iain Davidson Employee Relations Manager
Date(s) IIA completed:	17 th July 2023

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

If yes, - please state here:

This policy is also associated to the following key policies and where applicable should be cross referenced to gain further detail:

- Attendance Management
- Code of Conduct
- Discipline
- Dignity and Respect in the Workplace
- Equality, Diversity and Human Rights
- Family Friendly inc Maternity/Adoption Leave/Pay, Paternity Support Leave/Pay, Shared Parental Leave/Pay, Parental Leave
- Flexible Working Policy

- Grievance
 - Investigation
 - Leave
 - Managing employees with a Disability Guidance appendix 1 Attendance Management Policy
 - Recruitment and Selection
 - References
 - Mentally Healthy Workplace and Stress Management Policy
 - Mentally Healthy Workplace and Stress Management – guidance for managers and employees
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- Substance Misuse Policy
 - Training and development
 - Volunteer Policy
 - Work Performance
 - Working Time Regulations

Specific SBC health and safety policies are also linked to this policy and should be read and used accordingly:

- General Health and Safety Risk Assessment policy
- Managers guide to Workplace Assessments
- Workplace Assessment form

3.1 Relevance to the Equality Duty:

Do you believe your proposal has any relevance under the Equality Act 2010? Yes

Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment.	Providing opportunities as detailed in this policy serves to meet the equality duty of eliminating discrimination. The policy focusses on those from disadvantaged groups/ furthest from the labour market.
Promotion of equality of opportunity?	The policy promotes equality of opportunity as it sets out a clear procedure that aids the most disadvantaged groups in society.
Foster good relations?	In addition the Policy is widely publicised and promoted in order to ensure that staff are aware of the Policy and its contents.

Summary Note:

Whilst undertaking this assessment, many positive impacts have been identified. The very essence of this scheme is to support those most disadvantaged and furthest away from the labour market. To avoid reputation, this assessment only indicates below where impacts are particular to a protected characteristic.

The policy is an internal policy within SBC but is designed to assist people across the Borders and is all encompassing, designed to improve the employment prospects of those furthest from the labour market including those who have self-identified with an equality characteristic as well as care leavers and people living in poverty. The Policy is fairly applied and readily available and applies to all regardless of their protected characteristic. The very essence of the Policy is to provide equality of opportunity and in doing so it facilitates the fostering of good relations as the 'disadvantaged groups' are seen as an equal both in employment and by contributing to the Scottish Borders economy.

SBC's entry level job vacancies will be made available to the Employment Support Service prior to going on general release. The Employment Support Service must respond to the vacancy as a priority, either positively so that a priority interview can be arranged or negatively so that normal advertising can be triggered. Anyone interested in such roles must be able to satisfy the essential criteria of the post. This opportunity works in a way that is very similar to the Council's redeployment process.

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		Modern Apprenticeships are a key part of the policy. Employability training is offered through various interventions such as work experience and job tasters. The impact on all age groups is positive and fits with the “no one left behind” agenda.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		
Sex women and men (girls and boys)		X		

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, The Work Opportunities Scheme Policy is a corporate document

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.		X		The policy will lead to an increase in disadvantaged groups being offered employment related opportunities and or paid work within SBC therefore enhancing their prospects of moving out of poverty.
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		
				As a corporate parent we have social responsibility to ensure young people who are care experienced have every opportunity to succeed and the offers in this policy is open and promoted to this client group.

Carers paid and unpaid including family members	x			
Homelessness	x			
Addictions and substance use	x			
Those involved within the criminal justice system	x			

4 Full Integrated Impact Assessment Required


No

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

This review of the policy has indicated that there are many positive impacts. Working closely with Human Resources and recruiting Managers there is an awareness of the types of opportunities available. It is recommended that this practice continues together with regular monitoring of the take up and promotion of opportunities of the scheme to ensure that an upward trend in recruitment continues.

Furthermore the Policy and scheme will be reviewed in two years from the date of publication (Jan 2023) or as a requirement due to changes to the funding regime or legislative changes.

Signed by Lead Officer:	Alasdair Scott
Designation:	Employment Support Service Manager
Date:	17th July 2023

Counter Signature Director	
Date:	20/07/2023