

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Policy on time off for trade union duties, activities and training
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/ <del>Strategy/Practice</del> <input checked="" type="checkbox"/>
<b>Description of the proposal:</b>	<p>Scottish Borders Council (SBC) recognises that Trades Unions have a key role to play in promoting and sustaining positive employee relations and a good/high standard of health and safety practices. Furthermore SBC recognises the important contribution which is made by the Trades Unions and also recognises that Trade Union Representatives and Safety Representatives are entitled to reasonable time off to fulfil their duties and to undertake relevant training.</p> <p>The purpose of this policy is to ensure that requests for time off are dealt with in a fair and consistent manner.</p> <p>For the purpose of this policy trade union representatives and Safety Representatives are defined as employees who have been appointed in accordance with the rules of a Trade Union recognised by SBC to be a representative of all or some of the union's members in a particular workplace.</p>

	<p>The Trade Unions recognised by SBC for the purpose of this policy are UNISON, UNITE, GMB, EIS, SSTA, NASUWT.</p> <p>This is a review of the existing policy. The review has considered the ACAS Code of Practice on 'Time off for trade union duties and activities' in order to ensure that the revised policy is relevant and fit for purpose in order to ensure that requests for time off continue to be dealt with in a fair and consistent manner.</p>
<b>Service Area:</b> <b>Department:</b>	Human Resources
<b>Lead Officer:</b>	Iain Davidson, Employee Relations Manager
<b>Other Officers/Partners involved:</b>	Simone Doyle, Equalities & Diversity Officer (HR)
<b>Date(s) IIA completed:</b>	10 <sup>th</sup> December 2019 and 23 <sup>rd</sup> January 2020

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

NO

If yes, - please state here:

**3 Legislative Requirements**

**3.1 Relevance to the Equality Duty:**

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

**Equality Duty**

**Reasoning:**

**Elimination of discrimination (both direct & indirect),  
victimisation and harassment.**

**Foster good relations?**

**Promotion of equality of opportunity?**

Not directly relevant, but please see Section 4 below.

**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>All protected characteristics including:</b> Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment.		X		Please see Section 4 below.

**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?**

No. This assessment is a review of an internal corporate policy and as such is considered not to be relevant to the Fairer Scotland Duty.

**If No go to Section 4**

#### **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.**

SBC has a statutory obligation to provide reasonable time off to representatives or Branch Officers of Trade Unions to carry out union duties and attend training. This will assist the conduct of employee relations within SBC. The council supports the role of Trades Unions in representing its employees.

Whilst the policy is primarily for employees who are recognised as Trade Union representatives, ultimately indirectly there is a positive impact for all employees. Trades Unions represent employees who may need support with equalities related issues and issues of grievance, discipline, managing employee performance, bullying/harassment, whistle blowing and managing attendance procedures. These important contributions are recognised by SBC

Consequently given the context, remit and workings of this policy a full equality impact assessment is not required.

However, in order to ensure that the policy remains relevant and fit for purpose, the policy will be reviewed at least every two years or as guidance/codes of practice indicate that changes are required. Where necessary the policy will be adjusted accordingly in order that requests for time off continue to be dealt with in a fair and consistent manner.

<b>Signed by Lead Officer:</b>	Iain Davidson
<b>Designation:</b>	Employee Relations Manager
<b>Date:</b>	23 <sup>rd</sup> January 2020
<b>Counter Signature Service Director</b>	Clair Hepburn
<b>Date:</b>	7 <sup>th</sup> February 2020