

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

<p>Title of Proposal:</p>	<p>Flexi Time Scheme</p>
<p>What is it?</p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/></p>
<p>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>	<p>This policy sets out the main provisions of the operation of a Flexible Working Hours (FWH) scheme and provides guidance on the authorisation and use of TOIL (Time Off in Lieu) for Scottish Borders Council (SBC).</p> <p>The main purpose of FWH is to provide a more flexible system of working for staff, on a discretionary basis, with the guiding and over-riding principle that this flexibility should be achieved without adverse effect on overall efficiency or on services.</p> <p>With the exception of Chief Officers and Teachers, the scheme is open to all employees whether they are full time or part time, participation in the scheme is voluntary and individual employees can opt not to participate and remain on standard hours.</p>

	The policy has been reviewed to ensure that it remains relevant and fit for purpose.
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:	17 th & 20 th February 2020

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 aligned to the Flexible Working Policy. It must be noted that the Flexible Working Policy is a stand alone policy and as such has its own Integrated Impact Assessment.

3 Legislative Requirements

3.1 Relevance to the Equality Duty:

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

(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.)

Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	With the exception of Chief Officers and Teachers, 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.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	The policy as a whole seeks to advance equality of opportunity for and between different protected groups.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	The purpose and intended outcomes of this policy do not seek to foster good relations between and across protected groups. Therefore it is considered that this aspect is not relevant to the General Duty.

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>The policy may have a positive impact on older employees as working hours can be adjusted to support them to continue to work longer.</p> <p>Likewise for younger employees working with the scheme may offer a good work life balance.</p>

Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		The policy has the potential to have a positive impact on disabled employees where they may feel it helpful to adjust their working day to support their condition.
Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth		X		The policy has the potential to have a positive impact regardless of an employee's self-defined gender. The policy provides a framework for all employees to use the policy to support a better work life balance.
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 the flexi time scheme 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		The policy has the potential to have a positive impact. Where an individual needs to adjust their work pattern on a short term basis to accommodate requirements of their pregnancy or maternity, the policy will provide a mechanism to address this need.
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		The policy has the potential to have a positive impact. If an individual needs to adjust their work pattern for a specific cultural need, the policy will provide a mechanism to address this need. This covers all race groups.
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)		X		The policy has the potential to have a positive impact for employees with different religious beliefs who wish to adjust short term their normal working day to accommodate their religion or belief. The policy will provide a mechanism to address this need.
Sex – Gender Identity women and men (girls and boys) and those who self-identify their gender		X		The policy applies to men and women equally and as such should have a positive impact for both men and women. The policy helps employees to be supported in childcare and caring responsibilities in allowing the opportunity to adjust their working day for that particular purpose.

Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual		x		The policy has the potential to have a positive impact regardless of an employee's sexual orientation. The policy provides a framework for all employees to use the policy to support a better work life balance.
<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? Yes/ No (<i>please delete as applicable</i>)</p> <p>If No go to Section 3.4</p> <p>Whilst this is a corporate policy it is deemed not relevant to the Fairer Scotland Duty. The policy is consistent in its approach to the management of flexible working through its associated procedure regardless of an employee's social/economic status or health inequalities.</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.				
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				
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				
Socio-economic Background – social class i.e. parents' education, employment and income				
Looked after and accommodated children and young people				
Carers paid and unpaid including family members				
Homelessness				
Addictions and substance use				
Those involved within the criminal justice system				

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 and procedure for the management of the flexi time scheme

SBC recognises that employees may wish to participate in the flexi time scheme 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 during this time these will be analysed and appropriate steps taken.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	19 th February 2020
Counter Signature Service Director	Clair Hepburn
Date:	27 th February 2020