

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Substance Misuse Policy
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
<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>This policy sets out Scottish Borders Council's position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The policy defines substances and substance misuse and makes reference to the associated legislation with regards to alcohol and the misuse of drugs. Roles and responsibilities are clearly defined within the Policy along with details on how employees can be educated and trained on the subject matter.</p> <p>The policy indicates the Council's commitment to ensuring the health, safety and welfare of its employees and the public recognising that every individual has a responsibility for their own health.</p>

<b>Service Area: Department:</b>	Human Resources
<b>Lead Officer:</b> (Name and job title)	Iain Davidson Employee Relations Manager
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	Simone Doyle HR Equality & Diversity Officer
<b>Date(s) IIA completed:</b>	26th March, 23rd April, 6th May 2020

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

Yes - This policy is associated to the following key HR policies :

- Attendance Management Policy
- Disciplinary Procedures for Misconduct
- Guidelines on Special Leave

### 3 Legislative Requirements

<b>3.1 Relevance to the Equality Duty:</b>	
<p><b>Do you believe your proposal has any relevance under the Equality Act 2010?</b>  <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>	
<b>Equality Duty</b>	<b>Reasoning:</b>
<p><b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i></p>	<p>Due to the very nature of this Policy it is not directly relevant to the equality duty. The Policy follows good practice and applies to all employees regardless of protected characteristic.</p> <p>Nevertheless it is felt that the Policy is likely to have a positive impact due to its availing of access to all staff, allowing the promotion of equality of opportunity. The Policy also sets out a clear procedure for all Employees to follow which should allow for consistent and fair application.</p>
<p><b>Promotion of equality of opportunity?</b>  <i>(Will your proposal help or hinder the Council with this)</i></p>	
<p><b>Foster good relations?</b>  <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></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	
<p><b>All characteristics including:</b></p> <p>Age, Disability, Gender reassignment, Marriage/Civil Partnership, Pregnancy/Maternity, Race, Religion/Belief, Sex/Gender, Sexual Orientation</p>	X			<p>This policy sets out Scottish Borders Council’s position on the misuse of alcohol or other substances, whether legal or illegal.</p> <p>The Policy makes all reasonable provision to ensure equality of access to all staff. There are no statements or conditions or requirements that disadvantage any particular group of people with a protected characteristic.</p> <p>Therefore it is deemed that there is no likelihood that this Policy will affect people who share protected characteristics differently from other people.</p> <p>Nevertheless it is felt that the policy is likely to have a positive impact for all staff, as it sets out a clear procedure for all Employees to follow which should allow for consistent and fair application.</p>

### 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 (*please delete as applicable*) Whilst this Policy is a corporate policy it is considered not relevant to the Fairer Scotland Duty

#### If No go to Section 3.4

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.				
<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				
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				

<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income				
<b>Looked after and accommodated children and young people</b>				
<b>Carers</b> paid and unpaid including family members				
<b>Homelessness</b>				
<b>Addictions and substance use</b>				
<b>Those involved within the criminal justice system</b>				

#### **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.**

Due to the very nature of this Policy it does not directly attribute to the Equality Duty or the Fairer Scotland Duty. The Policy follows good practice and applies to all employees regardless of whether they belong to a protected characteristic or not.

Steps have been put in place to mitigate any risk of discrimination or unfair application of this Policy.

Furthermore to ensure that the Policy contains to remain relevant and fit for purpose the Policy will be reviewed at least every two years.

<b>Signed by Lead Officer:</b>	Iain Davidson
<b>Designation:</b>	Employee Relations Manager
<b>Date:</b>	23rd April 2020
<b>Counter Signature Service Director</b>	Clair Hepburn
<b>Date:</b>	6th May 2020