

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Guide to Agile Working
<b>What is it?</b>	A new Policy/Strategy/Practice <input checked="" type="checkbox"/> X A revised Policy/Strategy/Practice <input type="checkbox"/>
<b>Description of the proposal:</b>	<p>As a result of the current pandemic and Scottish Government advice to work from home (WFH) where possible a guide to agile working has been produced. The guidance provides colleagues, whose role allows them to work effectively from home, an opportunity to apply to WFH on a longer term more permanent basis as part of the Council's commitment to agile and flexible working. Provided they commit to work from home for at least 40% of their working week, up until 15 February 2021, a colleague can also claim up to a maximum of £275 for any non IT equipment, such as office furniture that they need to enable them to work effectively from home.</p> <p>Although the home equipment purchase scheme closes on 15 February 2021, colleagues can continue to discuss flexible working patterns with their line manager.</p>

	This policy will also assist the Council in the longer term strategy to review the entire Council estate with a view to reducing the number of operational buildings.
<b>Service Area: Department:</b>	Human Resources
<b>Lead Officer:</b> (Name and job title)	Alison Dubickas, HR Business Partner
<b>Other Officers/Partners involved:</b>	Ian Angus, HR Shared Services Manager Iain Davidson, Employee Relations Manager
<b>Date(s) IIA completed:</b>	16 <sup>th</sup> February 2021

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

Yes
If yes, - please state here: Flexible Working 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>	Yes as it gives all colleagues increased options and more flexibility.
<b>Promotion of equality of opportunity?</b>	Although the government message at the moment is to work from home if possible SBC recognise that there may be some instances where a colleague is unable to work from home for a valid reason. In these circumstances provision can be made for a colleague to work from an SBC location using the online booking system with Service Director sign off.
<b>Foster good relations?</b>	

<b>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal?</b>				
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		Gives all colleagues increased options and more flexibility, particularly those with caring responsibilities where they can work around this subject to service needs and agreement with Line Manager
<b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X	X	Will provide assistance for colleagues who have mobility issues in not having to travel to and from work.  May have a negative impact on some individuals through the removal of face to face contact with colleagues  This will be mitigated by the ability of colleagues to request to be able to work from a SBC location.

<b>Race Groups:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		x		Agile working allows colleagues to work flexibly, which would allow them to take time for cultural events/ celebrations if they fell during the “normal working day”.
<b>Religion or Belief:</b> different beliefs, customs (including atheists and those with no aligned belief)		x		Agile working allows colleagues to work flexibly, which would allow them to take time for religious observance/ ceremonies if they fell during the “normal working day”.
<b>Sex – Gender Identity</b> women and men (girls and boys) and those who self-identify their gender		x	x	Gives all colleagues increased options and more flexibility. It is recognised that it is statistically more likely that women are at greater risk of domestic abuse than men and may be apprehensive about being in the home for longer periods. However, in these circumstances provision can be made for a colleague to work from an SBC location using the online booking system with Service Director sign off.
<b>Gender Reassignment Trans/Transgender Identity</b> <b>Marriage or Civil Partnership</b> <b>Pregnancy and Maternity</b> <b>Sexual Orientation,</b>	x			
<p><b>3.3 Fairer Scotland Duty</b></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>				

**Is the proposal strategic?**

Yes

**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	X	For those who are no longer required to travel to work there will be a reduction in commuting costs. This is offset by an increase in heating/lighting bills, which may outweigh the savings in some instances. This can be offset by application for Home Working Tax relief for those eligible.
<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	X	This may be affected as per the reasons outlined above.
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)		X	X	Removing the need to rely on public transport for travel to work will be a positive where there are infrequent bus services. There are some areas where homeworking will be more difficult due to the need to have access to stable broadband connections.
<b>Carers</b> paid and unpaid including family members		X		Gives all colleagues increased options and more flexibility, allowing colleagues to agree a working pattern that works around their caring responsibilities

	No Impact	Positive Impact	Negative Impact	
<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>Homelessness</b> <b>Addictions and substance use</b> <b>Those involved within the criminal justice system</b>	X			

#### 4 Full Integrated Impact Assessment Required - No

This is a new policy as a result of the COVID 19 response. The policy will be monitored and its operation and practice analysed regularly. Additionally, the Policy and Procedure will be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order to ensure that the Policy and Procedure remain relevant and fit for purpose. As a minimum an Integrated Impact Assessment will be carried out every two years.

<b>Signed by Lead Officer:</b>	<b>Alison Dubickas</b>
<b>Designation:</b>	<b>HR Business Partner</b>
<b>Date:</b>	<b>9<sup>th</sup> March 2021</b>
<b>Counter Signature Service Director</b>	<b>Clair Hepburn</b>
<b>Date:</b>	<b>10<sup>th</sup> March 2021</b>