

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Guide to Working Time Regulations and HGV Drivers Hours and Working Time
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>The Guide to Working Time Regulations and the Guide HGV Drivers Hours and Working Time are two separate pieces of guidance. However given the correlation of the subject matter, this assessment considers both sets of guidance as one.</p> <p>In essence the guidelines set out the rights for SBC employees in order to ensure that they do not work excessive hours. The guidance is formed from the statutory Working Time Regulations.</p>
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:	24 th August 2021

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

No.

3 Legislative Requirements

3.1 Relevance to the Equality Duty:	
<p>Do you believe your proposal has any relevance under the Equality Act 2010? No <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>	
Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	Due to the very nature of these guidance documents, they are not directly relevant to the equality duty. The guidance informs of the

Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	requirements of the regulations and applies to all employees regardless of protected characteristic.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	

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	
All characteristics including: Age, Disability, Gender reassignment, Marriage/Civil Partnership, Pregnancy/Maternity, Race, Religion/Belief, Sex/Gender, Sexual Orientation	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?

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	
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.

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 these guidelines they are not relevant to the Equality Duty or the Fairer Scotland Duty. The guidance informs of the requirements of the regulations and applies to all employees regardless of protected characteristic.

However, to ensure that the Policy continues to remain relevant and fit for purpose the guidance will be reviewed at least every two years.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	24 th August 2021
Counter Signature Service Director	Clair Hepburn
Date:	25/08/2021