

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

<p>Title of Proposal:</p>	<p>Leave Policies incorporating: Annual Leave and Public/Fixed Holiday Entitlement and Calculation Policy Annual Leave Purchase Scheme Policy, Special Leave Guidelines, Parental Bereavement Policy and Volunteering Guidance.</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>SBC has policies and guidelines that cover leave – Annual Leave and Public/Fixed Holiday Entitlement and Calculation, Annual Leave Purchase Scheme, Parental Bereavement, Special Leave and time of for volunteering. All are inter-related and as such this IIA discusses all five aspects.</p> <p>Annual Leave and Public/Fixed Holiday Entitlement and Calculation Policy - The aim of the policy is to ensure a consistent and equitable approach to the calculation of annual leave and general public holiday entitlements which take into account the arrangements prescribed by the Scottish Joint Council (SJC) terms and conditions and local agreements.</p>

	<p>The policy applies to all employees with the exception of Teaching Staff.</p> <p>Annual Leave Purchase Scheme – The purpose of the annual leave purchase scheme is to provide employees with additional flexibility in respect of planned time off work. This scheme is in addition to any special paid/unpaid leave under the Special Leave arrangements. This scheme provides the opportunity to “buy” up to 20 days additional annual leave in each leave year, January to December (or September to August for Teaching Staff), with deductions from pay spread over 6 or 12 months.</p> <p>Approval of any additional annual leave purchase is not guaranteed, and would always be subject to the operational requirements of the service which must remain a priority.</p> <p>The Scheme is open to Chief Officers, Teachers, SJC Employees whether they are full-time, part-time, temporary or permanent.</p> <p>Special leave Guidelines these guidelines complement the annual leave policy by acknowledging that there are circumstances where employees need to have time off work, but it is not appropriate to take annual leave. The policy provides a range of examples as to when special leave may be requested, identifying that depending on the circumstances not all leave will be paid. The guidelines applies to all employees.</p> <p>Parental Bereavement Leave - This policy aims to give parents who suffer this loss reasonable paid time off work in addition to the 5 days under the Special Leave policy. This</p>
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	<p>additional leave can be taken flexibly over a period of 56 weeks from the date of death.</p> <p>The policy applies to employees and elected members.</p> <p>Staff Volunteering Guidance – this gives employees up to two days’ paid leave a year for volunteer activities with a charity or Scottish Borders Council service operating in the Scottish Borders area.</p>
<p>Service Area: Department:</p>	Human Resources
<p>Lead Officer: (Name and job title)</p>	Iain Davidson, Employee Relations Manager
<p>Other Officers/Partners involved: (List names, job titles and organisations)</p>	Simone Doyle Equality & Diversity Officer Human Resources
<p>Date(s) IIA completed:</p>	25 th August 2021

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

Yes as indicated above.

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>	All of the Policies promote good practice and clearly sets out financial entitlements/support paid or otherwise.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	The Annual Leave Policy is prescribed by the Scottish Joint Council (SJC) terms and conditions and/or local agreements therefore the application of the Policy is applicable to all regardless of the employees protected characteristic.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	The underlying assumption is that the Council is committed to ensuring that discrimination will not occur and that equality of opportunity is available to all employees

	The volunteering guidance will help foster good relations as it encourages employees to spend time with charities or other Council services in the area.
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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)				
<p>Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.</p> <p>Preliminary note: This Assessment considers the equality impact with reference to each individual protected characteristic in terms of the Equality Act 2010. As a preliminary point, (and to avoid repetition) it should be noted that the practices and processes included with in these Policies should positively impact on all equality groups.</p> <p>There are some particular benefits for staff who share protected characteristics which are noted below.</p>				
	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	X	Staff with longer reckonable service are entitled to greater annual leave. This has a potential positive impact on older staff Hence by the very nature it will be negative for younger members of staff.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		X		Positive impact. Whilst staff with disabilities may require a greater number of hospital appointments, this can be addressed through the Special Leave Policy. In addition staff that are on long or short term sick leave as a result of their disability will still accrue annual leave.

Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth		X		Positive impact. Whilst staff transitioning or recovering from transitioning may require a greater number of hospital appointments, this can be addressed through the Special Leave policy. In addition staff that are on long or short term leave as a result of their transitioning will still accrue annual leave
Marriage or Civil Partnership people who are married or in a civil partnership	X			
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		Positive impact. Whilst on maternity, paternity or adoption leave employees continue to accrue annual leave.
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		Positive impact. The Special Leave policy allows for unpaid leave of up to ten days for extended holidays to visit overseas relatives
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)		X		Positive impact. The Special Leave policy allows for unpaid leave of up to ten days for extended leave to undertake cultural or religious activities.
Sex women and men (girls and boys)				The annual leave policy states in the case of part time employees, that the annual leave entitlement is pro rata to the full time allowance. The calculation of this entitlement is always proportional to the number of basic contracted hours worked. This removes the potential for inequality in cases where employees work varying days. The Parental Bereavement Policy is applicable to both male and female employees.

Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			
<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?</p> <p>No. Whilst the Policies are Corporate Policies for the purpose of the Fairer Scotland Duty they are not considered 'strategic' however where salaries continued to be paid when absent from the workplace this comes some way to offsetting the socio economic factors considered within the context of the Fairer Scotland Duty. Accordingly the Policies provide a positive impact. Similarly the Volunteering Guidance encourages employees to spend time helping charities and other Council services, a number of which will be serving clients and areas suffering from deprivation.</p>				


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.

The review of the Policies has ensured that they are relevant and fit for purpose. It is recommended, that the Policies continue to be reviewed every two years or when there are legislative changes or changes prescribed by the Scottish Joint Council (SJC) terms and conditions and/ or local agreements

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	18/11/2021
Counter Signature Service Director	
Date:	22/11/2021