Integrated Impact Assessment Form

Promoting Equality, Human Rights and Sustainability

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Promoting Equality, Human Rights and Sustainability

Title of Policy/ Proposal	VS/ER Policy (2019)
Completion Date	
Completed by	Louise Bell, HR Business Partner
Lead officer	Gary Fairley, Head of Finance and Integrated Service Support

Type of Initiative:

Policy/Strategy   ✓
Programme/Plan   ☐   New or Proposed   ☐
Project   ☐   Changing/Updated   ✓
Service   ☐   Review or existing   ✓
Function   ☐
Other   Statement of Intent……………………..

1. Briefly describe the policy/proposal you are assessing.

Set out a clear understanding of the purpose of the policy being developed or reviewed (e.g. objectives, aims) including the context within which it will operate.

In response to the budget saving measures required from 2019 onwards, a revised VS/ER Policy is required to move from an enhanced scheme to a statutory scheme for all employees who meet the criteria.

2. What will change as a result of this policy?

- The policy ties in with the move to "avoiding" redundancy;

- The maximum severance changes from 66 weeks to 30 weeks;

- There is an uplift for low paid workers from basic salary to the statutory value of £508 (2018) per week;

- All eligible employees will be based on the value of £508 per week;

- The multiplier for calculating the redundancy amount due is based on the statutory calculator i.e. age based – either ½ ; 1 or 1 ½ ;

- The restrictions on re-employment remain in place re: a minimum of 6 months;

- As part of the financial assessment for VS/ER, the payback should be no more than 2.5 years (previously 5 years).

3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/No
The policy/ proposal has consequences for or affects people	Yes
The policy/proposal has potential to make a significant impact on equality	Yes
The policy/ proposal has the potential to make a significant impact on the economy and the delivery of economic outcomes	Yes
The policy/proposal is likely to have a significant environmental impact	No
Low Relevance	
The policy/proposal has little relevance to equality	No
The policy/proposal has negligible impact on the economy	Yes
The policy/proposal has no/ minimal impact on the environment	Yes
If you have identified low relevance please give a brief description of your reasoning here and send it to your Head of Service to record.	

If you have answered yes to high relevance above, please proceed to complete the Integrated Impact Assessment.

4. What information/data/ consultation have you used to inform the policy to date?

Evidence	Comments: what does the evidence tell you?
Data on populations in need	Information available on certain protected characteristics
Data on service uptake/access	Available on line; paper copies will be made available to those without intranet access.
Data on quality/outcomes	n/a
Research/literature evidence	Other local authorities and internet research
Service user experience information	n/a
Consultation **and involvement** findings	Trade union have been involved.
Good practice guidelines	ACAS redundancy guidance
Other (please specify)	n/a
Is any further information required? How will you gather this?	n/a

5. How does the policy meet the different needs of and impact on groups in the community?

	Comments – positive/ negative impact
Equality Groups	
• Older people, people in the middle years	Neutral
• Young people and children	n/a
• Women, men and transgender people (includes issues relating to pregnancy and maternity)	neutral
• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)	neutral
• Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers)	data not available
• Refugees and asylum seekers	n/a
• People with different religions or beliefs (includes people with no religion or belief)	data not available
• Lesbian, gay, bisexual and heterosexual people	data not available
• People who are unmarried, married or in a civil partnership	data available for unmarried and married but not civil partnership
Those vulnerable to falling into poverty	**Those vulnerable to falling into poverty**
• Unemployed	n/a
• People on benefits	neutral impact

• Single Parents and vulnerable families	neutral impact
• Pensioners	neutral impact
• Looked after children	n/a
• Those leaving care settings (including children and young people and those with illness)	n/a
• Homeless people	n/a
• Carers (including young carers)	neutral impact
• Those involved in the criminal justice system	neutral impact
• Those living in the most deprived communities (bottom 20% SIMD areas)	n/a
• People misusing services	n/a
• People with low literacy/numeracy	n/a
• Others e.g. veterans, students	n/a
Geographical communities	**Geographical communities**
• Rural/ semi rural communities	n/a
• Urban Communities	n/a
• Coastal communities	n/a

6. **Are there any other factors which will affect the way this policies impact on the community or staff groups?**

   This Policy supports the move away from what was previously in place i.e. no enhanced to statutory payments.

7. **Is any part of this policy/ service to be carried out wholly or partly by contractors?**
   If yes, how have you included equality and human rights considerations into the contract?

   No – all monitored internally.

8. **Have you considered how you will communicate information about this policy or policy change to those affected e.g. to those with hearing loss, speech impairment or English as a second language?**

   Electronically and in paper. On request the Council will produce documents in alternative formats e.g. Braille, large print and audio.

9. **Please consider how your policy will impact on each of the following?**

Objectives	Comments
Equality and Human rights	
Promotes / advances equality of opportunity e.g. improves access to and quality of services, status	Makes expectations very clear to all employees.
Promotes good relations within and between people with protected characteristics and tackles harassment	Support positive relationships within the workplace and within the Midlothian community as a whole by setting clear expectations in relation to colleague, community and culture.
Promotes participation, inclusion, dignity and self control over decisions	Builds employee engagement and individual accountability by setting behavioural expectations by the Council and employees.
Builds family support networks, resilience and community	n/a

capacity	
Reduces crime and fear of crime	n/a
Promotes healthier lifestyles including • diet and nutrition, • sexual health, • substance misuse • Exercise and physical activity. • Lifeskills	n/a
Environmental	
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	n/a
Plan for future climate change	n/a
Pollution: air/ water/ soil/ noise	n/a
Protect coastal and inland waters	n/a
Enhance biodiversity	n/a
Encourage resource efficiency (energy, water, materials and minerals)	n/a
Public Safety: Minimise waste generation/ infection control/ accidental injury /fire risk	n/a
Reduce need to travel / promote sustainable forms or transport	n/a
Improves the physical environment e.g. housing quality, public and green space	n/a
Economic	

Maximises income and /or reduces income inequality	n/a
Helps young people into positive destinations	n/a
Supports local business	n/a
Helps people to access jobs (both paid and unpaid)	n/a
Improving literacy and numeracy	n/a
Improves working conditions, including equal pay	n/a
Improves local employment opportunities	n/a

10.Is the policy a qualifying Policy, Programme or Strategy as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No

11.Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
demographic statistics	statistics are not collected from employees and therefore currently unavailable			

12. Sign off by Head of Service/ NHS Project Lead

Name
Date