Integrated Impact Assessment Summary Report

Each of the numbered sections below must be completed

Interim report	Final report	√	(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

Procurement Specification – Outplacement Services

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

Employees will have access to a range of services to support them through organisational change and for employees who become surplus they will have access to support to help them identify alternative employment or career choice both inside and outside the Council. Current support is limited to line manager, mentor and materials on our intranet.

3. Briefly describe public involvement in this proposal to date and planned

N/A

4. Date of IIA

2 April 2019

5. Who was present at the IIA? Identify facilitator, Lead Officer, report writer and any partnership representative present and main stakeholder (e.g. NHS, Council)

Name	Job Title	Date of IIA training	Email
Kathy	Senior HR	15/11/2018	kathy.mclauchlan@edinburgh.gov.uk
McLauchlan	Consultant		
Andy Heapy	Relationship	_	
Andrew	Lead Consultant	n/a	andrew.heapy@edinburgh.gov.uk
Burgess	ER Adviser	15/11/2018	andrew.burgess@edinburgh.gov.uk
Richard Thrall	Senior Change & Delivery Officer	n/a	Richard.thrall@edinburgh.gov.uk

6. Evidence available at the time of the IIA

Evidence	Available?	Comments: what does the evidence tell you?
Data on populations in need	All employees are in scope if need arises	The number of employees currently on the re-deployment list is small but has the potential to increase as a result of further organisation reviews.
Data on service uptake/access	n/a	
Data on equality outcomes	n/a	
Research/literature evidence	n/a	
Public/patient/client experience information	n/a	
Evidence of inclusive engagement of service users and involvement findings	n/a	
Evidence of unmet need	This service is not in place at present	During Transformation there was a similar service provided for employees. Significant up-take.
Good practice guidelines	Outplacement Specification	Service defined and quality requirements included
Environmental data	n/a	
Risk from cumulative impacts	n/a	
Other (please specify)		
Additional evidence required		

7. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights Affected populations **Positive** All employees who face change will have access to a All employees range of person centred services to help them prepare for change. This will include group and individual support tailored to their needs and will include managing potential concerns & uncertainty. All employees who are on the redeployment register will have access to career counselling, coaching and support to secure an alternative role or next career move in or outwith the Council. The service will support employees to take control of their situation and career choices. **Negative** Consideration needs to be given to:-Any reasonable adjustments in order for disabled Disabled employees employees to access the full range of services. This will include access to buildings, literature, internet site content and accessibility. Consideration will need to be given to employees who Remote workers, Nonhave remote roles, whose first language is not English or **English Speakers and** who have low literacy or IT skills / access and the employees with low services provided will need to have arrangements to literacy accommodate. Scheduling of workshops or individual sessions will need to take account of working hours and carer Employees with carer responsibilities, and build in flexibility to accommodate all responsibilities needs.

Environment and Sustainability	Affected	populations
Positive		
The procurement of outplacement services will not utilise any additional building space.		
Where appropriate the provider will go to a group of employees rather than many employees travelling to the centre.		
Negative		
	1	

Economic	Affected populations
Positive	
1 Ositive	
Negative	

8. Is any part of this policy/ service to be carried out wholly or partly by contractors and how will equality, human rights including children's rights, environmental and sustainability issues be addressed?

The service will be provided by a contractor who will be required to address all the issues identified in this report as part of the tender process.

9. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.

Employees will have access to this service in the event their service area is going through organisational change which has the potential to impact their job. In this event, information about the service available will be communicated through a range of mediums tailored to the impacted employees. This will include:-

Face to face presentations
Roadshows
Information on our intranet
121 meetings with line managers
Literature / website from the successful provider

For each review, communication will be tailored to take account of employees with disabilities, low level literacy, translation requirements and IT skill / access. This requirement will be addressed as part of the tender process.

10. Does the policy concern agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, telecommunications, tourism, town and country planning or land use? If yes, an SEA should be completed, and the impacts identified in the IIA should be included in this.

No

11. Additional Information and Evidence Required

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

N/a

12. Recommendations (these should be drawn from 6 – 11 above)

The introduction of this service will meet a current gap in the support provided to people who find themselves on the redeployment register. The impact on employees who face organisational change or become surplus will feel better supported. The approach will be person-centred and the tender process will require prospective organisations to describe how they will ensure access to everyone is consistent with particular attention to employees with additional requirements as described in this report.

13. Specific to this IIA only, what actions have been, or will be, undertaken and by when? Please complete:

Who will take them forward (name and contact details)	Deadline for progressing	Review date
Kathy McLauchlan	3 April 2019	10 April
Kathy McLauchlan	5 April 2019	10 April
	them forward (name and contact details)	them forward (name and contact details) Kathy McLauchlan 3 April 2019

14. How will you monitor how this policy, plan or strategy affects different groups, including people with protected characteristics?

The successful organisation will be required to provide data on all steps taken and feedback from all users including specific questions addressing ease of service accessibility. Additionally they will be required to provide evaluation of the impact of support delivered.

15. Sign off by Head of Service/ Project Lead

Name Katy Miller

Date 26 April 2019

16. Publication

Send completed IIA for publication on the relevant website for your organisation. See Section 5 for contacts.

Section 5 Contacts

• East Lothian Council

Please send a completed copy of the IIA to equalities@eastlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via

http://www.eastlothian.gov.uk/info/751/equality_diversity_and_citizenship/835/equality_and_diversity

Midlothian Council

Please send a completed copy of the IIA to zoe.graham@midlothian.gov.uk and it will be published on the Council website shortly afterwards. Copies of previous assessments are available via

http://www.midlothian.gov.uk/downloads/751/equality_and_diversity

NHS Lothian

Completed IIAs should be forwarded to impactassessments@nhslothian.scot.nhs.uk to be published on the NHS Lothian website and available for auditing purposes. Copies of previous impact assessments are available on the NHS Lothian website under Equality and Diversity.

• The City of Edinburgh Council

Completed impact assessments should be forwarded to <u>Strategyandbusinessplanning@edinburgh.gov.uk</u> to be published on the Council website.

City of Edinburgh Health and Social Care

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

Edinburgh Integration Joint Board

Completed and signed IIAs should be sent to Sarah Bryson at sarah.bryson@edinburgh.gov.uk

West Lothian Council

Complete impact assessments should be forwarded to the Equalities Officer.