

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 McLauchlan	Senior HR Consultant	15/11/2018	kathy.mclauchlan@edinburgh.gov.uk
Andy Heapy	Relationship Lead Consultant	n/a	andrew.heapy@edinburgh.gov.uk
Andrew 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		

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:

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and contact details)	Deadline for progressing	Review date
The procurement specification has been amended.	Kathy McLauchlan	3 April 2019	10 April
The tender questions will include a requirement for the organisations to address these issues	Kathy McLauchlan	5 April 2019	10 April

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 Strategyandbusinessplanning@edinburgh.gov.uk 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.