

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

Interim report	<input checked="" type="checkbox"/>	Final report	
----------------	-------------------------------------	--------------	--

(Tick as appropriate)

1. Title of plan, policy or strategy being assessed

Budget Proposals

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

The budget proposals recommends a reduction in spend of £650k in the three areas below during the 20/21 financial year.

1. Exploring opportunities to reduce Overtime / Agency use by £250k.
2. Exploring opportunities to remodel/introduce consistent practice in relation to 3 pay related allowances - Disruption, Certificate of Child Protection & Special School Allowances by £200k.
3. Explore opportunities to reduce Travel & Mileage made by colleagues by £200k.

During 2019/20 the spend in these areas will have exceeded £30m and the savings therefore equate to approximately 2% of the overall spend.

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

No public involvement to date. It is not required practice to consult public on reducing spend in such areas.

4. Date of IIA

27 January 2020

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
James Bertram	HR Consultant (Facilitator)	07/11/2019	James.bertram@edinburgh.gov.uk
Katy Miller	Head of HR (Lead Officer)	n/a	Katy.miller@edinburgh.gov.uk
Steven Wright	Lead Consultant HR Strategy	07/11/2019	Steven.Wright@edinburgh.gov.uk
Martin Young	Lead Consultant HR Strategy	n/a	Martin.Young@edinburgh.gov.uk
Fiona Whitelaw	HR Consultant	n/a	Fiona.Whitelaw@edinburgh.gov.uk
Debbie Finch	HR Consultant	n/a	Debbie.Finch@edinburgh.gov.uk
Jon Ferrer	Quality, Governance & Regulation	n/a	John.ferrer@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	N/A	
Data on service uptake/access	Y	iTrent data available & workforce dashboard
Data on equality outcomes	Y	iTrent data available & workforce dashboard

Evidence	Available?	Comments: what does the evidence tell you?
Research/literature evidence	Y	Payment and Spend Data detailing overall spend for agency, overtime, mileage, disruption, subsistence & parking.
Public/patient/client experience information	N/A	
Evidence of inclusive engagement of service users and involvement findings	N/A	
Evidence of unmet need	N/A	
Good practice guidelines	N/A	
Environmental data	N/A	
Risk from cumulative impacts	N/A	
Other (please specify)	N/A	
Additional evidence required	N/A	

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

Equality, Health and Wellbeing and Human Rights Positive Colleagues personal well being would be improved by	Affected populations All Colleagues
--	---

<p>reducing the constant sustained OT in certain areas.</p> <p>Improved family life and work / life balance.</p> <p>Potential reduction in absence from work as a result of constant sustained OT being undertaken.</p> <p>Improved route planning would have a positive impact on colleagues that could choose to walk / cycle or use public transport as an alternative to using their personal motorised vehicle. Additionally, this could have a positive impact on service for our customers e.g. potentially greater consistency in care provision.</p> <p>Disruption pay element is claimed by 100% male colleagues within the roads service to grit roads as a result of adverse weather conditions. Removing this element could potentially help our diversity and inclusion commitments.</p> <p>Negative</p> <p>Vulnerable groups reliant on care / looked after services may be impacted if the overtime, agency and mileage claim reductions are reduced directly to the colleagues providing these services. However, it is expected that through workforce planning any potential impact would be negated.</p> <p>If we do not change our current practice there is potential a public safety risk potential if colleagues that drive or use machinery, provide personal care for vulnerable groups etc are fatigued as a result of constant sustained overtime.</p>	<p>Older People, Young People & Children, Disabled People, Homeless People</p> <p>All</p>
---	---

<p>Environment and Sustainability</p> <p>Positive</p> <p>Reducing the overall mileage usage will positively assist the council meeting it's 2030 target to become carbon neutral.</p>	<p>Affected populations</p> <p>All</p>
---	---

<p>Negative</p> <p>There are no direct / indirect impacts</p>	
--	--

<p>Economic</p> <p>Positive</p> <p>Converting agency engagements to council employee status may have a positive impact on the economic impact in local communities. It would also improve working conditions for individuals in terms of job security and benefits the Council offer all employees.</p> <p>Negative</p> <p>Colleagues who have built a reliance on earning overtime may suffer financial difficulties.</p>	<p>Affected populations</p> <p>All</p>
---	---

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?

Not applicable.

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.

If it is deemed appropriate that these allowances are reduced and/or removed,

affected colleagues that will be written to directly in advance of payments being ceased / reduced, as per our established practices to engage and consult where required).

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.

Not applicable.

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.

Not applicable.

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

Review workforce plans within service areas/teams with highest agency engagement to evaluate workforce profile requirements (flexible v permanent/fixed term contract workforce).

To ensure we continue to act as a fair employer.

Report should be scoped to monitor all colleagues affected by any pay element redesign/removal to evaluate any negative impacts e.g. role retention / position and organisational leavers as a result of the monetary reduction.

Review route planning for colleagues using their own motorised vehicles to ensure most efficient zonal area working in place that could provide choice on mode of transport.

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

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

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

This budget proposal is internally facing and there no significant negative impact anticipated on the population groups cited in previous sections.

15. Sign off by Head of Service/ Project Lead

Name: Katy Miller

Date: 27th January 2020

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.