

Section 4 Integrated Impact Assessment

Summary Report

Each of the numbered sections below must be completed

| | | | | |
|----------------|--------------------------|--------------|-------------------------------------|-----------------------|
| Interim report | <input type="checkbox"/> | Final report | <input checked="" type="checkbox"/> | (Tick as appropriate) |
|----------------|--------------------------|--------------|-------------------------------------|-----------------------|

1. Title of proposal

Severance arrangements – implementation of a £95k cap on severance payments

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

The introduction of an exit cap of £95,000 for all City of Edinburgh Council employees leaving the organisation.

This cap will include:

- lump sum payments due under any CEC Voluntary Redundancy exit;
- discretionary payments made by CEC to the pension scheme to either top up pension, or underwrite actuarial reduction, to allow early access to pension benefits;
- any Payment in Lieu of Notice; and,
- payments for accrued but untaken annual leave.

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

N/A

4. Is the proposal considered strategic under the [Fairer Scotland Duty](#)

No

5. Date of IIA

14 September 2020

6. 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 |
|--|---------------|----------------------|
| Allan Farquharson (facilitator and report writer) | HR Consultant | 22/05/2019 |

| | | |
|------------------------------------|--------------------------------------|--|
| Steven Wright | Lead HR Consultant (Strategy) | |
| Fiona Whitelaw | HR Consultant | |
| Amy Hood | Solicitor | |
| Katy Miller* (Lead Officer) | Head of HR | |
| Martin Young* | Lead HR Consultant (Strategy) | |

*not present at IIA meeting but subsequently reviewed & approved

7. Evidence available at the time of the IIA

| Evidence | Available – detail source | Comments: what does the evidence tell you with regard to different groups who may be affected? |
|--|---|---|
| Data on populations in need | Analysis of historical severance payments at CEC. | Provides comparative data to inform colleague groups likely to be affected by a 95k cap. |
| Data on service uptake/access | N/A | |
| Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation. | 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 people who use the service | N/A | |

| Evidence | Available – detail source | Comments: what does the evidence tell you with regard to different groups who may be affected? |
|---|--|--|
| and involvement findings | | |
| Evidence of unmet need | N/A | |
| Good practice guidelines | Scottish Public Finance Manual | Although LA's are not covered by the SPFM, it outlines current best practice for the public sector in Scotland |
| Carbon emissions generated/reduced data | N/A | |
| Environmental data | N/A | |
| Risk from cumulative impacts | N/A | |
| Other (please specify) | N/A | |
| Additional evidence required | N/A | |

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

| Equality, Health and Wellbeing and Human Rights | Affected populations |
|--|--|
| <p>Positive A £95k cap is likely to directly impact a proportionately small number of colleagues leaving the organisation, and typically only those in the highest paid roles. Those in lower paid roles are not expected to be impacted by these proposals.</p> <p>By implementing best practice in this area, CEC will be demonstrating fiscal responsibility as a local authority, which is to the long-term benefit of all colleagues and citizens.</p> | <p>All employees</p> <p>All</p> |
| <p>Negative We know that older people and people in their middle years are proportionately more likely to be in higher paid roles and to have accrued more qualifying service. It is understood that any impact on this group can be objectively justified.</p> | <p>Employees with protected characteristics</p> <p>All</p> |

| | |
|--|--|
| No other population groups are expected to be negatively impacted, including those with other protected characteristics or those vulnerable to falling into poverty. | |
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|--|-----------------------------|
| Environment and Sustainability including climate change emissions and impacts | Affected populations |
| Positive N/A | |
| Negative N/A | |

| | |
|---|-----------------------------|
| Economic including socio-economic disadvantage | Affected populations |
| Positive Along with other measures, these proposals will assist the Council to control budget pressures, which will have a long-term benefit to service delivery. | All |
| Negative N/A | |

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

N/A

10. 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.

Changes to severance arrangements would be communicated through the appropriate colleague channels, while any documentation relevant to severance process will be updated as required.

Where individuals need additional support, managers should ensure that those colleagues have read and understood any information they receive in relation to prospective exit payments and, where necessary, engage the Council’s Interpretation and Translation Services.

11. Is the policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a [Strategic Environmental Assessment](#) (SEA) will be required and the impacts identified in the IIA should be included in this.

N/A

12. 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.

No further evidence required

13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) 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 job title) | Deadline for progressing | Review date |
|---|--|---------------------------------|--------------------|
| No specific actions identified | N/A | N/A | N/A |
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14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?

15. How will you monitor how this proposal affects different groups, including people with protected characteristics?

No direct impacts are anticipated other than as outlined above.

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

Name Katy Miller

Date 15/09/2020

17. Publication

Completed and signed IIAs should be sent to

strategyandbusinessplanning@edinburgh.gov.uk to be published on the IIA directory on the Council website www.edinburgh.gov.uk/impactassessments