

Section 4 Integrated Impact Assessment

Summary Report Template

Each of the numbered sections below must be completed

| | | | | |
|----------------|--|--------------|---|-----------------------|
| Interim report | | Final report | ✓ | (Tick as appropriate) |
|----------------|--|--------------|---|-----------------------|

1. Title of proposal

Placing employees on furlough, in accordance with the terms of the UK Government's Coronavirus Job Retention Scheme (CJRS).

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

Accessing the CJRS and placing eligible employees on furlough, enabled the Council to access government funding to offset 80% of wage costs for those groups. 425 roles were identified as eligible, comprising 375 people..

Placing eligible colleagues on furlough required a temporary amendment to terms and conditions of employment for those affected, instructing that they were unable to carry out work with the Council for the duration of furlough.

For those employees, no other terms and conditions of employment were affected, and they continued to receive 100% of normal pay throughout their period of furlough.

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

No public involvement was required

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

Not applicable

5. Date of IIA

2 October 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 May 2019 |
| Martin Young (Lead Officer) | Lead Consultant (HR) | |
| Fiona Whitelaw | HR Consultant | |
| Amy Hood | Solicitor | |
| John Connarty | Business Partnering Senior Manager (Finance) | |

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 | Report outlining eligible colleagues placed on furlough. | Details furloughed groups by service area, grade and gender |
| 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 | https://www.gov.uk/guidance/claim-for-wages-through-the-coronavirus-job-retention-scheme | Sets out framework of the UK Government's Job Retention Scheme |
| Public/patient/client experience information | N/A | |
| Evidence of inclusive engagement of people who use the service and | N/A | |

| Evidence | Available – detail source | Comments: what does the evidence tell you with regard to different groups who may be affected? |
|---|----------------------------------|---|
| involvement findings | | |
| Evidence of unmet need | N/A | |
| Good practice guidelines | N/A | |
| 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</p> <p>It was acknowledged that Covid-19, and the impact it has had on the ability to deliver Council services, will have impacted colleagues and population groups in a number of ways. It was agreed that the decision to furlough a small number of colleagues (who were already unable to work and in receipt of full pay) will have had no additional adverse impact from an equalities, health and wellbeing or human rights perspective.</p> <p>While on furlough, colleagues continued to have access to the Council’s Employee Assistance Programme.</p> <p>Colleagues were identified as eligible for furlough based on strict objective criteria set out by the UK Government. There was an even gender split within those groups placed on furlough and, although most were in lower-paid</p> | <p>All colleagues</p> <p>All colleagues</p> <p>Colleagues with protected characteristics, and those at risk of falling into poverty</p> |

| | |
|--|--|
| <p>roles (Grades 1-4), the Council continued to pay 100% of normal pay meaning they suffered no financial detriment.</p> <p>It was agreed that the decision to access the CJRS and place employees on furlough was a proportionate response to current circumstances. While no negative impact is anticipated, it is understood that any unintended impact on population groups could be objectively justified.</p> <p>Negative N/A</p> | <p>Colleagues with protected characteristics</p> |
|--|--|

| | |
|---|------------------------------------|
| <p>Environment and Sustainability including climate change emissions and impacts</p> <p>Positive N/A</p> <p>Negative N/A</p> | <p>Affected populations</p> |
|---|------------------------------------|

| | |
|--|---|
| <p>Economic including socio-economic disadvantage</p> <p>Positive Accessing funding available through the CJRS reduced the likelihood, during the period of furlough, that organisational reviews with a view to making efficiencies would be required.</p> <p>Negative N/A</p> | <p>Affected populations</p> <p>All employees</p> |
|--|---|

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.

All affected employees were notified in writing and through line management structures. If individuals required additional support, managers will have ensured that those

colleagues had read and understood the information and engaged the Council’s Interpretation and Translation Services if necessary.

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?**

N/A

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: 6/10/2020

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