

Integrated Impact Assessment – Summary Report

Each of the numbered sections below must be completed
Please state if the IIA is interim or final

1. King’s Coronation – Additional Public Holiday

This summary report is provided in response to the motion on 09.02.23 calling for an *“in-depth equality impact assessment to be undertaken on the public holiday for the Kings Coronation as a template model for how the Council should understand and respond to the impact of additional or unexpected closures and service changes in the future – which may arise for a range of reasons including national events, extreme weather conditions or industrial action – on women and other groups”*.

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

The King’s Coronation additional public holiday on 8 May was agreed for all employees at Council on 9 February 2023. This resulted in all employees being granted an additional day either on the day or as additional time off if they were required to work on the day. Access to Council Services were provided in line with all public holidays:

- pre-planning to avoid disruption
- urgent and essential service for those in need
- 24/7 services continued as normal

Consideration was given to existing planning and process arrangements for unexpected interruptions to services during the IIA meeting, for example weather related events. Directorates regularly undertake business impact analysis of all services to understand the resources required to support each of their services, the relative priority of their services and the potential impacts should a service experience a business disruption. The business impact analysis undertaken means that expected and unexpected disruptions are planned for.

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

Not applicable

4. Is the proposal considered strategic under the Fairer Scotland Duty?

No

5. Date of IIA

18 July 2023

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Andrew Burgess	Facilitator	15/11/2018
Kathy McLauchlan	Lead Officer & report writer	15/11/2018
Mhari-Ann Pedlar	Note taker	n/a
Neil Jamieson	Head of Customer Services	Sept 2018
Mary-Ellen Lang	Corporate Resilience Manager	n/a
Nichola Dadds	Operations Manager, Children, Education and Justice Services	23/06/2021
Alison Coburn	Operations Manager, Place	
Emma Kilpatrick	Lead HR Consultant ER and Policy	18 May 2022
Anne-Marie Donaldson	Local Area Co-ordinator Manager EH&SCP	
Stuart Millar	Care and Support Manager, EH&SCP	
Simon Peacemadge	Head of Service -Teens Plus	

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 and to the environmental impacts of your proposal
Data on populations in need	n/a	
Data on service uptake/access	Evidence attached	<i>Services Responses to King’s Coronation Survey</i> provides information on service planning, service levels provided on the day service impact and mitigation.
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	Policy & Sustainability Report May 2023 - Impact of poverty on women and girls	The report impact of poverty on women and girls provides evidence of higher risk and deeper experience of poverty for women in Scotland and Edinburgh. Appendix 2 of the report provides analysis of the risks of poverty to women and those who share other protected characteristics.

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on equality outcomes	Evidence attached	<p><i>Services Responses to King’s Coronation Survey</i> provides information on impact on groups with protected characteristics.</p> <p>IIA King’s Coronation Employee data provides data on number of employees requesting dependent’s leave on 8 May and also on days of industrial action in 2023</p>
Research/literature evidence	Evidence attached	<p><i>Background Notes to Cllr Mumford’s Motion relating to Public Holiday 8 May 2023</i> provides information on lessons learned from COVID and includes emergency decisions taken by the Council to respond to the Covid-19 pandemic</p>
Public/patient/client experience information	n/a	
Evidence of inclusive engagement of people who use the service and involvement findings	n/a	
Evidence of unmet need	n/a	
Good practice guidelines	Evidence attached	<p><i>Business Continuity at City of Edinburgh Council</i> is a summary from the Corporate Resilience Team of the Council approach to Business Continuity</p>
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 Council employees received an additional day of leave either to be taken on 8 May or at an alternative date if required to work on 8 May (in which case pay is at double time). This has the potential positive impact on family time and wellbeing for our own employees.</p> <p>(Neutral) Many Council Services continue to operate as normal on a Public Holiday and others provide out of hours services to ensure that all individuals with an urgent need have access, including those aimed at supporting vulnerable adults, children, and older people.</p>	<p>All Council employees</p> <p>Vulnerable adults, children, and older people</p>
<p>Negative Council employees who are required to work on the additional public holiday and have childcare or caring responsibilities and need to request time off are not entitled to dependent's leave for a public holiday as this is planned and therefore need to take annual leave. This will disproportionately affect women.</p> <p>Potential negative impact on caregivers' wellbeing as trying to find care can be stressful. This will disproportionately affect women.</p> <p>Consideration was given to all the evidence, service closure impact and mitigating actions. The greatest impact has been identified in the following services:-</p> <p>Closure of Libraries removes access to free IT services and the use of libraries as warm and welcoming spaces, free hearing aid batteries and bus pass access. It also affects deliveries for homebound people.</p> <p>Closure of libraries also removes access to community activities including Macmillan Cancer support service, study groups, family activities and groups/activities across all age ranges.</p> <p>Closure of schools impact families with children of school age where parents are required to work and childcare needs to be arranged. Additional financial pressure if carers need to pay for childcare. This is likely to impact more women than men, families on low income, lone</p>	<p>Carers</p> <p>Women</p> <p>Carers</p> <p>Women</p> <p>Older people, people with disabilities, young children, parents, lone parents, women</p> <p>Older people, people with disabilities, young children, parents, lone parents, women</p> <p>Women, families on low income, single parents, women and families where there is a child with a disability</p>

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>parent families. Women and families where there is a child with a disability are more likely to be living in poverty.</p> <p>Closure of schools resulted in no free school meal payment that day. Groups at higher risk of poverty include priority family groups including disability and single parent, women and individuals from a minority ethnic background.</p> <p>Closure of schools impacts school-aged children and young people due to the reduced hours of education. This has a potential impact on attainment, health and wellbeing as well as a potential impact on external exams.</p> <p>Closure of schools impacts children and young people with a disability, especially those with complex needs. Missing a day's education has a potential impact on attainment and health and wellbeing.</p>	<p>Women, families on low income, single parents, women and families where there is a child with a disability, parents from a minority ethnic background</p> <p>School age children</p> <p>Children and young people with a disability</p>

Environment and Sustainability including climate change emissions and impacts	Affected populations
<p>Positive Closure of buildings has the potential to reduce energy usage</p>	
<p>Negative Access to public transport for employees required to work on the public holiday can be more challenging with limited service. Potential to increase car usage.</p> <p>Potential for increased energy costs at home and/or increased car usage for family activities.</p>	

Economic	Affected populations
<p>Positive Colleagues required to work on the public holiday receive increased pay (double time) and additional day of leave</p>	<p>Council colleagues</p>
<p>Negative All closures identified above will have an increased impact on individuals on low income and those living in poverty. Women have a disproportionately high share of caring responsibilities and a higher risk of poverty than men.</p>	<p>Women, women and children in poverty, families on low income</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?**
No

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.**

For future service interruptions expected and unexpected, consideration will be given to the methods of communication to ensure its’ accessibility to those who use the service. Information will recognise low level literacy and if requested will be made available in different media.

11. **Is the plan, programme, strategy or 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. See section 2.10 in the Guidance for further information.**

No

12. **Additional Information and Evidence Required**

This IIA considers the impact on employees and citizens from the King’s Coronation public holiday, and additional holiday in 2023. Whilst additional, the holiday was expected and all services made plans, involving service users where required or appropriate to minimise or mitigate impact wherever possible, including proactive communications to service users.

It became evident at the meeting that considerable attention is paid to the specific needs of different service users when there is a public holiday service closure (or other reason). In addition, there have been considerable learnings from COVID and “lock down”. Specific consideration of the impact on people with protected characteristics is not a routine consideration as part of this process.

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
Consideration to be given as to how potential factors relating	Corporate Resilience	January 2024	April 2024

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
equality, health and wellbeing can be routinely covered in business continuity planning	Manager in discussion with Service Operations Managers / Resilience Coordinators		

14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?

All Services take action to minimise the impact of the public holiday on service users and will continue to strive to minimise and mitigate. The additional public holiday and it's closure of schools and libraries meant negative impacts with no mitigating actions.

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

n/a

16. Sign off by Head of Service

Name 

Date **21 August 2023**

17. Publication

Completed and signed IIAs should be sent to: integratedimpactassessments@edinburgh.gov.uk to be published on the Council website www.edinburgh.gov.uk/impactassessments
Edinburgh Integration Joint Board/Health and Social Care
sarah.bryson@edinburgh.gov.uk to be published at www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/