

Integrated Impact Assessment – Summary Report

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

1. Title of proposal

Family Leave Policy

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

The Family Leave Policy will be updated to reflect legislative changes in 2025.

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

This policy is used to support Council employees only, and therefore there has been no public involvement in the proposal. External benchmarking has been undertaken, and colleagues have been engaged in the development.

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

While this proposal does not directly tackle socioeconomic disadvantage at a strategic level, it does look to support our colleagues who may find themselves in this position and ensure reduce or no financial detriment as a result.

5. Date of IIA

22 November 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
Alana Baillie	Senior HR Consultant ER & Policy	22/05/2019
Emma Kilpatrick	Lead HR Consultant ER & Policy	18/05/2022
Olivia Reed	HR Consultant ER & Policy	24/10/2023

Name	Job Title	Date of IIA training
Vanessa Anderson	HR Consultant ER & Policy	22/05/2022
Andrew Burgess	Senior HR Consultant OD	15/11/2018
Caroline McKellar	Senior HR Consultant OD	02/11/2023
Amy Hood	Senior Solicitor	
Richard Thrall	Governance Officer	07/11/2019

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	Information on populations was consolidated into a supporting document and provided to attendees in advance.	<ul style="list-style-type: none"> • Females tend to hold most of the responsibilities when it comes to primary childcare, with 7% of working mothers having family leave in the last 3 years compared to 3% of working fathers. • Whilst we currently have none of our own data, Bliss, the UK’s leading charity for babies born premature or sick suggest that 1 in 7 babies born in the UK are admitted to a neonatal unit each year. In 2022, 344 colleagues have commenced maternity leave. So far in 2023, 165 colleagues have gone on maternity leave, the neonatal care leave and pay can benefit a lot of families in allowing them time to spend additional time with their newborns once they are out of hospital. • Additional Neonatal Care Leave and Pay - available to all parents regardless of how they identify. Will benefit fathers - A survey conducted by Bliss found that 65% of fathers had to return to work from Paternity Leave before their baby was discharged from neonatal care; of these 6% of fathers/partners took sick leave to enable them to spend time with their baby. • Women/disability – where a birth has been complicated and baby ends up in neonatal care quite often there can be a long period of physical and mental recovery which could stray into disability. Additional leave gives people a bit more time to recover fully. • Black women were more than twice as likely (0.9%) to give birth to an extremely preterm baby (24–27+6 weeks of gestation) than white women (0.4%); the rates were the same for women from South Asian and Other ethnic groups (0.5%). <p>Further analysis is available in the supporting document.</p>

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 service uptake/access	HR system – Family Leave recording	<ul style="list-style-type: none"> • In the last 3 years, 1,189 employees of the Council has taken some form of Family Leave. • 978 are female. • 211 are males. • The majority of colleagues are aged between 21-40 – it’s likely that within this age group you are more likely to either be pregnant or have children dependents. <p>For some of the newer proposals, it is difficult to ascertain potential uptake as this information is not currently recorded within the Council i.e., those who babies require Neonatal Care.</p> <p>Further analysis can be found in the supporting document.</p>
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.		<p>Positive affect on parents who don’t qualify for Occupational Enhanced Pay.</p> <p>Taking unpaid leave is unsustainable – stats show 1 in 4 families have got into debt or borrowed money from family to sustain themselves when needing family leave, but even these options are not available to everyone.</p> <p>Having a premature or sick baby can be costly, Neonatal Pay at statutory rate may be a barrier for low earners. The Bliss Charity found that the lowest paid employees are less likely to take their full paternity leave, and the average length of maternity leave remains at 39 weeks, when maternity pay ends.</p>
Data on equality outcomes	Information on the various themes of the Policy was consolidated into a supporting document and provided to attendees in advance.	Further information was collected from several recognisable sources and collated - this provided commentary on a number of risk factors including age, gender and ethnicity. This provided participants with further information when thinking about the potential impacts on different groups.
Research/literature evidence	Information on the themes of the Policy was consolidated into a supporting document and	This information showed the scale of these issues and the lack of support available to employees across the UK in getting dedicated time to support their work life balance.

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
	provided to attendees in advance– these included sources such as Bliss, CIPD and the National Records of Scotland.	It provided good practice examples and wording which can be incorporated into the new Policy.
Public/patient/client experience information	Not applicable	Not applicable
Evidence of inclusive engagement of people who use the service and involvement findings	Not applicable	Not applicable
Evidence of unmet need	Not applicable	Not applicable
Good practice guidelines	Not applicable	Not applicable
Carbon emissions generated/reduced data	Not applicable	Not applicable
Environmental data	Not applicable	Not applicable
Risk from cumulative impacts	Not applicable	Not applicable
Other (please specify)	Not applicable	Not applicable
Additional evidence required		

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>The policy encouraged a work life balance by providing additional time off where a colleague’s baby requires Neonatal Care. This could in turn have a positive impact on colleagues as it will encourage workplace participation as they will not necessarily have to reduce their working hours or leave work completely to support their personal lives.</p> <p>Additional time off at the end of other parental leave will give people additional time to spend with their newborn out of hospital rather than having to use annual leave or unpaid leave to cover.</p>	<p>All colleagues</p> <p>All colleagues.</p>

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Currently we would expect managers to use their discretion and to give time off, however that might not be applied consistently, so this leave will bring parity.</p>	<p>All colleagues</p>
<p>This policy provides greater flexibility as the currently parental leave restricts colleagues. At the moment, thousands of parents have to work while their baby is still in hospital in order to make ends meet or leave the workforce completely.</p>	<p>All colleagues</p>
<p>This policy includes Shared Parental Leave, which means both male and female colleagues can take considerable time off to care for their children.</p>	<p>All colleagues</p>
<p>Neonatal Care Leave and pay will also provide a societal benefit associated with a more engaged, productive and healthy workforce, allowing parents to remain in the workforce.</p>	<p>All colleagues</p>
<p>This statutory leave is likely to improve an employee's experience as they return to work; they are likely to feel more valued, more committed to the organisation, and are likely to be more productive than they would otherwise have been as a result.</p>	<p>All colleagues</p>
<p>This policy will help build family support networks – it can foster bonding and enhance caregiving skills and contribute to a more supportive family environment.</p>	<p>All colleagues</p>
<p>By providing crucial support to parents the leave may assist in creating a stable and nurturing environment, enhancing overall protection and care for both newborns and vulnerable family members.</p>	<p>All colleagues</p>
<p>This policy will particularly aid wellbeing and mental health as Anxiety and PTSD are common in parents with a child in Neonatal care.</p>	<p>Shift workers</p>
<p>Shift workers might have attempted to work their shifts around Neonatal Care so this leave will be beneficial to this group.</p>	
<p>Pregnancy related sickness is recorded separately to normal sickness and does not count towards thresholds.</p>	<p>Colleagues with a disability/health condition.</p>
<p>Colleagues have protected rights when they're on Maternity / Adoption Leave.</p>	<p>All colleagues</p>
<p>Paid time off for ante-natal appointments, no need to take unpaid time.</p>	<p>All colleagues</p>
<p>Policy will reference both fertility treatment and surrogacy which can support same sex couples.</p>	<p>Sexual orientation</p>

- 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.**

We will undertake normal communication activities, including articles in Newsbeat and Managers News; updating of the HR updates Orb page; and providing updates at service management meetings. We will also be providing additional supporting guidance on the policy.

- 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.**

Not applicable.

- 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.

- 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
Develop guidance for managers and colleagues to sit alongside the policy.	ER Team	April 2024	
Review language to ensure inclusive and applicable to wider group of colleagues	ER Team	April 2024	
Ensure draft policy, user guides and other guidance is shared with external equality partners to ensure inclusive and sensitive language.	ER Team	April 2024	
Ensure when launch policy, clarify the suite of entitlements colleagues are offered, including those in other policies to highlight there is something for everyone.	ER Team / Communications	April 2024	

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

No.

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

A new leave reason will be created on the HR system to record Neonatal Care Leave. Through the upgrade to the HR system, it is hoped that we will be able to produce better data quality and allow us to monitor uptake of this new leave types and understand the impacts on the different protected characteristic groups.

16. Sign off by Head of Service

Name NAREEN TURNBULL

Date 20/03/2024

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/