

# Integrated Impact Assessment – Summary Report

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

**1. Title of proposal**

Special Leave Policy

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

The Special Leave Policy will be updated to reflect legislative changes in 2024.

**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**

15 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
Emma Kilpatrick	Lead HR Consultant ER & Policy	18/05/2022
Alana Baillie	Senior HR Consultant ER & Policy	
Olivia Reed	HR Consultant ER & Policy	24/10/2023

<b>Name</b>	<b>Job Title</b>	<b>Date of IIA training</b>
<b>Vanessa Anderson</b>	<b>HR Consultant ER &amp; Policy</b>	<b>22/05/2022</b>
<b>Andrew Burgess</b>	<b>Senior HR Consultant OD</b>	<b>15/11/2018</b>
<b>Caroline McKellar</b>	<b>Senior HR Consultant OD</b>	<b>02/11/2023</b>
<b>Amy Hood</b>	<b>Senior Solicitor</b>	
<b>Richard Thrall</b>	<b>Governance Officer</b>	<b>07/11/2019</b>
<b>Erin Lamb (via correspondence)</b>	<b>Senior HR Consultant Opex</b>	<b>Not applicable</b>
<b>Annette Smith (via correspondence)</b>	<b>Executive Assistant</b>	<b>Not applicable</b>

## 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– these included sources such as Carers Census, Families and Labour Market UK 2021,	<ul style="list-style-type: none"> <li>• While there has been changes in recent years due to covid and increased home working for both parents, females do tend to hold most of the responsibilities when it comes to primary childcare, with 33.3% of working mothers having a special flexible working arrangement in place compared to 23.6% of working fathers.</li> <li>• 1 in 7 couples within the UK are impacted by infertility with only 23% of organisations providing any kind of support for employees. This is clearly an area which could be better articulated to colleagues.</li> <li>• The numbers of children placed in Kinship Care arrangements has continued to increase in the last 10 years. This is likely to be more common within the Council and a need to better support colleagues in these arrangements.</li> <li>• In the 2020-21 Carer’s Census, there were 31760 carers within Scotland. 62% of these were of working age. 73% of these were female. Dependent’s Leave is not always sufficient to cover the needs of these carers.</li> <li>• Miscarriage can occur in 1 in 4 pregnancies. The Council currently has little to no information to support colleagues going through pregnancy loss. It is assumed that colleagues are currently given time off however this will be recorded as paid or sick leave.</li> </ul> <p>Further analysis is available in the supporting document.</p>
Data on service uptake/access	HR system – Special Leave recording	<ul style="list-style-type: none"> <li>• In the last 3 years, 51% of the Council has taken some form of Special Leave.</li> <li>• 53% are female.</li> <li>• 58% are full time employees.</li> <li>• The majority of colleagues are aged between 31-64 – it’s likely that within this</li> </ul>

Evidence	Available – detail source	<b>Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal</b>
		<p>age group you are more likely to have dependents either in the form of children or older parents.</p> <p>For some of the newer proposals, it is difficult to ascertain potential uptake as this information is not currently recorded i.e., those who experience a miscarriage or go through fertility treatment.</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.		
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, bereavement, sexual orientation, gender identity and behaviour. This provided participants with further information when thinking about the potential impacts on different groups.
Research/literature evidence	Information on the various themes of the Policy was consolidated into a supporting document and provided to attendees in advance– these included sources such as Bliss, Marie Curie, NHS, Kinship Care Scotland.	<ul style="list-style-type: none"> <li>• 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.</li> <li>• It provided good practice examples and wording which can be incorporated into the new Policy.</li> </ul>
Public/patient/client experience information	Not applicable	Not applicable

<b>Evidence</b>	<b>Available – detail source</b>	<b>Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal</b>
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?**

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <p>The policy encouraged a work life balance by providing dedicated time off. 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>Time off following a bereavement, now includes pregnancy loss will give people additional time to heal and grieve together at a difficult time rather than having to use annual leave to cover.</p>	<p><b>All colleagues</b></p> <p><b>All colleagues but particularly pregnant colleagues.</b></p>

<b>Equality, Health and Wellbeing and Human Rights</b>	<b>Affected populations</b>
<p>Time off for kinship carers indirectly has a positive impact on the children in those kinship arrangements as they will have dedicated time in their first few days.</p> <p>Colleagues are provided time off to respond to dependent emergencies rather than having to deal with work at the same time.</p> <p>The policy encourages managers to have open and honest conversations with colleagues and build a positive culture.</p> <p>Additional time off for carers will have positive impacts and offer more support for women who, based on CEC data, tend to hold more of the carer type roles and will require this time.</p>	<p><b>Carers, and those within the care system.</b></p> <p><b>All colleagues who have a dependent and carers.</b></p> <p><b>All colleagues</b></p> <p><b>Women, carers.</b></p>
<p><b>Negative</b></p> <p>May be negative impact in relation colleagues who are not within a protected characteristics and who are picking up workload due to colleagues being off which could cause tension.</p> <p>Definitions need to be enhanced as could inadvertently have negative impact to exclude people from certain types of leave.</p> <p>Policy only covers emergency medical appointments, or where a colleague cannot get an appointment out with working hours. Does not cover colleagues who require regular, ongoing treatment / medical appointments. Potential negative impact on those with a long term health condition or disability.</p> <p>Those on alternative working patterns may not have the flexibility to take time during their shifts to attend appointments.</p>	<p><b>Those with protected characteristics</b></p> <p><b>Those with protected characteristics</b></p> <p><b>Colleagues with long term health conditions or disability</b></p> <p><b>Shift workers</b></p>

<b>Environment and Sustainability including climate change emissions and impacts</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <p>To take up the opportunity for Volunteering Leave, colleagues will have to demonstrate how the activity contributes to the Council's Business Plan objectives one of which includes 'Becoming a Net Zero City by 2030'. By volunteering for sustainable, local organisations will bring a positive impact to the City of Edinburgh.</p>	<b>Citizens of Edinburgh</b>
<b>Negative</b>	

<b>Economic</b>	<b>Affected populations</b>
<p><b>Positive</b></p> <p>To take up the opportunity for Volunteering Leave, colleagues will have to demonstrate how the activity contributes to the Council's Business Plan objectives one of which includes 'Ending Poverty in Edinburgh'. By contributing to this, it is hoped there may be a positive impact on the communities within Edinburgh experiencing economic hardship.</p> <p>Some Special Leave options are paid, and therefore colleagues will not see a financial detriment from taking the time.</p>	<p><b>Vulnerable families, people experiencing homelessness, people (and colleagues) vulnerable to falling into poverty.</b></p> <p><b>Colleagues</b></p>
<p><b>Negative</b></p> <p>Not applicable</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?**

Not applicable.

- 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 some areas within the policy e.g., volunteering, supporting colleagues with bereavement.

- 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:**

<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and job title)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
Develop guidance for managers and colleagues to sit alongside the policy and entitlements guide to direct colleagues to other support, awareness raising and external resources that can help, i.e., more information on what the different types of fertility treatments are, the benefits of volunteering and supporting colleagues through bereavement.	ER Team	March 2024	



<b>Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)</b>	<b>Who will take them forward (name and job title)</b>	<b>Deadline for progressing</b>	<b>Review date</b>
Review definitions to ensure inclusive and applicable to wider group of colleagues	ER Team	March 2024	
Ensure draft policy, user guides and other guidance is shared with external equality partners, as well as Trauma Informed Leads to ensure inclusive and sensitive language.	ER Team	March 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	March 2024	
Give consideration to the policy being included in the essential learning for all managers to ensure consistent application of the policy.	ER Team / Learning	March 2024	
Streamline the new leave reasons for new HR system, hopefully this will allow for more accurate reporting and breakdown of data.	ER Team / Opex	March 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?**

Through the upgrade to the HR system, we are also taking the opportunity to streamline the Leave Reasons available for input – at present there are duplications, and some could be used to cover a number of reasons. By cleansing these reasons it is hoped that we will be able to produce better data quality, and real time Management Information which will allow us to review the policy take up and understand the impacts on the different protected characteristic groups, where we hold the data.

We would also seek to promote more active use of the HR system through recording leave as well as declaring equalities data.

**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](mailto:integratedimpactassessments@edinburgh.gov.uk) to be published on the Council website [www.edinburgh.gov.uk/impactassessments](http://www.edinburgh.gov.uk/impactassessments)

**Edinburgh Integration Joint Board/Health and Social Care**

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