

Integrated Impact Assessment – Summary Report

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

Final

1. Title of proposal

Workforce Equality Policy

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

The existing Equality and Diversity Policy was last up-dated in 2017. Since then, we have made a number of public commitments to our workforce including:-

- introduction of Our Behaviours
- new People Strategy 2024 to 2027
- co-creation of an anti-racist action plan for the organisation
- becoming a Stonewall Diversity Champion
- working towards Bronze accreditation for Equally Safe at Work.

Each of these commitments contributes to the achievement of a workplace culture that's open, positive, inclusive and safe for all. The new Colleague Equality Policy has been developed to reflect these commitments and underpin the positive workplace culture we're working to achieve consistently across the organisation.

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

Not applicable as the Colleague Equality Policy is for our workforce.

This policy has been developed following engagement and consultation with a wide range of people, including colleagues, specialist teams, HR colleagues and a range of our external partners to check their views on whether

- the language is fully inclusive
- there was anything missing in the policy they'd like to see
- there was anything they particularly liked or wanted to change

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

Yes

5. Date of IIA

17 October 2024

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
Mhairi-Ann Pedlar	Facilitator	21.11.2023
Kathy McLauchlan	Lead Officer & Report Writer	15.11.2018
Angela Voulgari	Equally Safe Lead Officer / Chair of women's network	18.05.2022
Jennifer Dunlop	Solicitor	25.05.2023
Emma Kilpatrick	Lead Consultant ER & Policy	18.05.2022
Neil Fraser	Commercial & Procurement Services Delivery Manager	Scheduled
Nikhat Yusaf	Senior Development Officer Equalities	14.12.2022
Erin Smith	Senior HR Consultant	17.04.2024
Molly Page	Senior Change & Delivery Officer	14.12.2022
Simone Duffy	Senior Communications Officer	Scheduled
Kate Morton	Senior HR Consultant	3.10.2024

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 – where available use disaggregated data	2022 Edinburgh Census Data	The population (16 years +) of Edinburgh is 440,00.
Data on service uptake/access		
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation	End Poverty in Edinburgh Annual Report 2023	17% of people in Edinburgh were living in poverty in the period to 2022, including 20% of all children. There's a higher risk of poverty among women, families with children, minority ethnic groups, and disabled families in the city. Poverty rates for some of these priority groups during 2022 were more than double the average for citizens as a whole.
Data on equality outcomes	Workforce demographic data presentation	Demographic data is disaggregated and shows our workforce profile:- <ul style="list-style-type: none"> ○ Part time versus full-time working by grade. The data shows an over-representation of part time workforce in the lower grades and an under-representation in senior grades. ○ New start and retention data by grade ○ Male and female employees by grade. We see an over-representation of women in the lower grades and an under-representation in many of the senior grades. ○ Our workforce profile by Ethnicity and by Disability where the data shows an over-representation of our minority ethnic workforce and disabled workforce in the lower grades and an under-representation in senior grades. ○ Caring responsibilities, Religious belief and Sexual orientation by

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
		<p>grade where disclosure rates are low (It was noted that information on gender re-assignment was not provided by grade to ensure privacy).</p> <ul style="list-style-type: none"> ○ Our workforce paygaps which show that the gender pay gap has reduced to 1.8%, the ethnicity pay gap has increased to 18% and the disability pay gap has reduced to 7.7% <p>This evidence was referred to as part of the discussion to understand the potential impact the new policy will have on each group.</p>
Research/literature evidence	Summary document and Scotland's Local Government Workforce Report 2024 .	Provides context of labour market
Public/patient/client experience information		
Evidence of inclusive engagement of people who use the service and involvement findings	Colleague Equality Policy provided	This evidence was referred to as part of the discussion to understand the potential impact the new policy will have on each group.
Evidence of unmet need		The demographic data of our workforce also provides insight into under-representation of people with certain protected characteristics (where there is sufficient disclosure) at senior levels e.g. women and minority ethnic colleagues.
Good practice guidelines		As a member of the Employer's Network of Equality and Inclusion we have access to a wide range of Employer Guides and Resources ENEI as well as Equally Safe at Work,

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
		Stonewall, Race Equality Matters and Autistica.
Carbon emissions generated/reduced data		
Environmental data		
Risk from cumulative impacts		
Other (please specify)		
Additional evidence required		

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

Equality, Health and Wellbeing and Human Rights and Children’s Rights	Affected populations
<p>Positive The policy makes commitments to colleagues of all ages acknowledging that future leaders will not be assumed to be young but could be middle age or older workers.</p> <p>The policy promotes work-life balance and flexibility which will support colleagues of all ages – parents with children as well as colleagues who care for older relatives or people with long-term health conditions.</p> <p>Improving the working experience for parents will have an indirect positive experience on children.</p> <p>Commitments to eliminate gender-based violence and to address inequalities between women and men in the labour market as part of our commitment to Equally Safe at Work (bronze accreditation).</p> <p>The policy also acknowledges that while women and girls are at greatest risk of gender-based violence and micro-aggressions, boys, men, transgender and non-binary people are also affected and will benefit.</p> <p>Commitments to people with disabilities (including people who are neurodivergent) through improving access to employment and reasonable adjustments throughout employment as well as better support and understanding (disability confident)</p> <p>Improving understanding of discrimination, micro-aggressions and barriers for minority ethnic colleagues through the commitments in the anti-racist action plan</p>	<p>All colleague age groups from young to mid age to older people.</p> <p>Parents and colleagues with caring responsibilities</p> <p>Children</p> <p>Women (including trans women) and women who are pregnant or on maternity leave</p> <p>Men (including trans men) and non-binary people - as well as people from the LGBT+ community</p> <p>Disabled people (includes physical disability, learning disability, sensory loss, long-term medical conditions, mental health problems) as well as older people</p> <p>Minority ethnic people (includes Gypsy/Travellers, migrant workers, non-English speakers), refugees and asylum seekers</p>

Equality, Health and Wellbeing and Human Rights and Children’s Rights	Affected populations
<p>Improving understanding of cultural difference and valuing diversity will benefit people with different religions or beliefs</p> <p>Participation in the Stonewall Diversity Champion programme and workplace UK Equality Index</p> <p>Acknowledging and understanding the ways that multiple forms of inequality or disadvantage can create additional barriers is positive for people with intersecting characteristics e.g.:</p> <ul style="list-style-type: none"> • LGBT+ people from different religions or cultures • Part-time women, single parents and women from a minority ethnic background or with a disability or with caring responsibilities <p>Adoption of a trauma-informed and responsive approach will benefit the wellbeing of all colleagues as will living wage pay which enables families to eat health food and take part in activities which support individual wellbeing.</p> <p>The policy includes recruitment in it’s scope and as such will benefit potential employees including people with protected characteristics through the diversification of the workforce.</p>	<p>People of different religions or beliefs</p> <p>Lesbian, gay, bisexual and heterosexual people. Trans men, trans women and non-binary people.</p> <p>All people with protected characteristics and intersecting characteristics</p> <p>All people with protected characteristics</p> <p>All people with protected characteristics</p>
<p>Negative</p> <p>Commitments to flexible working from home could lead to increased energy costs for colleagues.</p> <p>Potential risk of increased exposure to domestic violence and abuse associated with increased home working</p>	<p>All people with protected characteristics and colleagues on lower income.</p> <p>Women (including transwomen)</p>
Environment and Sustainability including climate change emissions and impacts	Affected populations
<p>Positive</p> <p>Flexible working can reduce the environmental impact of commuting to work</p>	

Environment and Sustainability including climate change emissions and impacts	Affected populations
Negative Flexible working can impact the environment (increased use of household heating, etc.)	

Economic	Affected populations
<p>Positive Fair work commitments and being a real living wage employer will benefit all colleagues on lower incomes.</p> <p>Taking action to reduce known pay gaps will benefit women, colleagues of colour and colleagues with a disability.</p> <p>Flexible working commitments can reduce the need for paid childcare or care for adults.</p> <p>Commitments to removing barriers for people with protected characteristics into employment, learning, progression and retention throughout employment with the Council will potentially have a positive effect on income for individuals. In particular women, people with disabilities (including neurodivergence), people from ethnic minorities and care-experienced individuals including individuals with a combination of these protected characteristics are likely to benefit from improved income as a result of the commitments in the policy</p>	<p>Colleagues on lower incomes, single parents.</p> <p>Women (including trans women), minority ethnic colleagues (includes Gypsy/Travellers, migrant workers), disabled colleagues (includes physical disability, learning disability, sensory loss, long-term medical conditions, mental health problems)</p> <p>Colleagues with caring responsibilities. Working parents including single parents, particularly women who are known to shoulder the majority of caring responsibilities.</p> <p>Women (including trans women), minority ethnic women (includes Gypsy/Travellers, migrant workers, non-english speakers), disabled women (includes physical disability, learning disability, sensory loss, long-term medical conditions, mental health problems), care experienced young people and adults</p> <p>All people with protected characteristics</p>
Negative Working from home has the potential to affect businesses local to the workplace as colleagues visit them less	

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?

The Equality policy sets out the commitments of the organisation to create an inclusive workplace where all people feel welcome and accepted, especially those that are socially excluded, marginalised or under-represented. The activity that sits below the policy will have elements that may be provided by a contractor who will be expected to comply with the commitments and spirit of the Equality Policy as part of the tender process.

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.

Our communication and engagement approach will continue to include:

- Dedicated information and engagement space on the Orb with opportunities for colleagues to provide ongoing feedback
- Digital and face-to-face sessions
- Internal staff experience survey, including Pulse Surveys and focus groups
- Use of existing internal digital communication channels and traditional print methods (i.e. posters) where colleagues have reduced/no digital access.

We’ll ensure all communications are accessible for all colleagues and consider the best mode of communication for different colleague cohorts.

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

N/A

- 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

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

Flexible home-working arrangements are always optional. Colleagues who prefer to work in the office are supported to do so.

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

Progress and how the policy is affecting different groups will be measured through a combination of quantitative and qualitative data including equalities dashboards, colleague surveys and external benchmarking with our partners.

- 16. Sign off by Head of Service**

Name: Nareen Turnbull, Service Director, Human Resources

Date: 19.12.24

- 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