

## Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

<b>1. Policy, function or strategy</b>		
a.	Name/description of the policy, function or strategy <sup>1</sup>	Public holiday/leave arrangements for HM The Queen's Platinum Jubilee in 2022
b.	Responsible organisation(s)/Lead Service	Inverclyde Council
c.	Lead Officer	George Barbour, Service Manager – communications, tourism & health and safety
d.	Date of Impact Assessment	1 September 2021
e.	Partners/other Services involved in the development of the policy, function or strategy	Scottish Government
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/ <b>Revised</b>
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>To support the national call for a four-day celebration of HM The Queen's Platinum Jubilee in June 2022, it is proposed that:</p> <ul style="list-style-type: none"> <li>• non-term time employees are asked to use a fixed annual leave day from their existing entitlement on Thursday, 2 June 2022 (similar to arrangements used during Christmas and New Year);</li> <li>• a new public and council holiday is created on Friday, 3 June 2022;</li> </ul>

<sup>1</sup> Please attach details of the policy, function or strategy to this Template

		<ul style="list-style-type: none"> <li>the current local schools holiday on Monday, 30 May 2022 is moved to Thursday, 2 June 2022 for school staff and pupils; and</li> <li>that the new public and council holiday created on Friday, 3 June 2022 is an exceptional closure day for schools.</li> </ul>
h.	What are the intended outcomes of the policy, function or strategy?	To successfully support the Jubilee via the council taking a lead role to enable the community to stage events to celebrate the Platinum Jubilee.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input type="checkbox"/> Advance equality of opportunity between people of different groups
		<input checked="" type="checkbox"/> Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	No

<b>2. Does the policy, function of strategy impact on:</b>	<b>Yes</b>	<b>No</b>
a. Protected Characteristics under The Equality Act 2010:	Yes	

Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation <b>(see Section 3)</b>		
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty <sup>2</sup> <b>(see Section 6)</b>	Yes	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 <sup>3</sup> <b>(see Section 7)</b>	Yes	
d. Corporate Plan 2018/22 <sup>4</sup> <b>(see Section 8)</b>	Yes	
<b>3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.</b>		
<b>4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.</b>		
<p><b>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy Officer: <a href="mailto:karen.barclay@inverclyde.gov.uk">karen.barclay@inverclyde.gov.uk</a>.</b></p>		
Signature:	Date:	

<sup>2</sup> [Fairer Scotland Duty: interim guidance for public bodies](#)

<sup>3</sup> [Local Outcomes Improvement Plan 2017/22](#)

<sup>4</sup> [Corporate Plan 2018/22](#) (agenda item 5)

### 3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact					Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age					X	School age children will receive one less day's schooling as the school year 2021/22 will be reduced from 190 days to 189 days.
Disability			*			
Gender Reassignment			*			
Pregnancy and maternity			*			
Race			*			
Religion and belief			*			
Sex					X	Council employees in some low paid jobs, the majority of whom are women, may not get a day off as they will be required to attend work to provide essential services.

Sexual orientation			*			
Other groups to consider					X	This proposal may have a disproportionate effect on women as they tend to be the primary caregivers.
Carers						

<b>4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?</b>	
<input type="checkbox"/>	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
<input type="checkbox"/>	Advance equality of opportunity between people from different groups
<input checked="" type="checkbox"/>	Foster good relations between people from different groups

<b>5. Impact – groups</b>	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
<b>Positive impacts</b> +	<b>Negative impacts</b> -

<i>(Describe groups affected.)</i>	<i>(Describe groups affected.)</i>
	<p>School age children will receive one less day's schooling as the school year 2021/22 will be reduced from 190 days to 189 days.</p> <p>Council employees in some low paid jobs, the majority of whom are women, may not get a day off as they will be required to attend work to provide essential services.</p> <p>Women may be disproportionately affected as they tend to be the primary caregivers.</p>

**6. Impact – Fairer Scotland Duty**

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
+	=	-
	*	

**Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.**

While any form of school or service closure will create planning arrangements for parents, carers and staff to manage, for example, childcare arrangements, advance notice will help to mitigate the impact. Additionally, because our proposals are in line with neighbouring councils like Renfrewshire and Glasgow, it means they could potentially be less disruptive to family life as some parents and carers will avoid paying for child care arrangements if family members live, work and go to school between these councils.

Inverclyde Council provides money to families for holiday meals which means that children who are entitled to free school meals will still receive meals when the schools are closed. The amount provided is above the statutory amount.

**7. Impact – LOIP 2017/22**

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

X	1. <b>Population:</b> Inverclyde’s population will be stable and sustainable with an appropriate balance of socio - economic groups that is conducive to local economic prosperity and longer term population growth
<input type="checkbox"/>	2. <b>Inequalities:</b> There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)
X	3. <b>Environment, culture and heritage:</b> Inverclyde’s environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit
<input type="checkbox"/>	4. <b>The local economy:</b> Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential

**Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.**

The proposal aims to support population growth through enabling the community to host events, and recognise Inverclyde’s culture and heritage by encouraging the community to come together to mark and celebrate significant occasions to encourage more visitors to the area and encouraging more residents to recognise Inverclyde as a positive place to live.

Hosting events is a key element of the council’s repopulation ambitions to encourage more people to visit the area and to encourage, particularly post covid as part of the area recovery, the community to come together.

**8. Impact – Corporate Plan 2018/22**

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

X	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
<input type="checkbox"/>	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
<input type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
<input type="checkbox"/>	7. To protect and enhance our natural and built environment
<input type="checkbox"/>	8. To preserve, nurture and promote Inverclyde’s unique culture and heritage
<input type="checkbox"/>	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources
<input type="checkbox"/>	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs

**Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.**

The proposal aims to support population growth by enabling the community to host events, and recognise Inverclyde's culture and heritage by encouraging the community to come together to mark and celebrate significant occasions to encourage more visitors to the area and encouraging more residents to recognise Inverclyde as a positive place to live.

## 9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	Consultations have been carried out with trade union representatives in relation to staff leave and public holiday arrangements and they are supportive. The school dates are negotiated through the Local Negotiating Committee for Teachers. The holiday dates were considered at the Chairs of Parent Council meeting on 23 August 2021.
Research	Research has been carried out directly with neighbouring councils to ensure arrangements align as closely as possible and also carried out by COSLA and with the Scottish Government on the impact on schools to ensure consistency across Scotland.
Officers' knowledge and experience (including feedback from frontline staff)	
Equalities monitoring data	

User feedback (including complaints)	≤ Five complaints have been received from parents/carers about the proposal to reduce the school year 2021/22 from 190 days to 189 days. Emails have also been received from parents asking why Inverclyde Council was not changing holidays to match those of the Jubilee to allow families to spend time together.
Stakeholders  Other	
Are there information gaps and, if so, what are these?	<p>The Council will require to contact the Scottish Government (SG) to seek permission for the change of the school year 2021/22 from 190 days to 189 days. The SG has indicated that it is willing to consider approaches from local authorities for an exceptional closure day.</p> <p>It is difficult to quantify additional costs for the enhanced payments and any extra cost in certain processing teams who will have a day's work to catch up on. However, costs are expected to be contained within existing Directorate budgets.</p>

## 10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	<input checked="" type="checkbox"/>	
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	

d.	Discontinue development and consider alternatives (where relevant)	□	
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How will the effect of the policy, function or strategy be monitored following implementation?

School holiday arrangements will be delivered by the education service. Staff holiday arrangements will be managed by council directorates, supported by HR.

When is the policy, function or strategy due to be implemented?

June 2022

When will the policy, function or strategy be reviewed?

N/A

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

N/A – any staffing costs to be contained within directorates.

**11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.**

While school age children will receive one less day's schooling as the school year 2021/22 will be reduced from 190 days to 189 days, our proposals are in line with rest of Scotland and a number of family type events and learning activities will be promoted as part of the celebration.

Pupils will learn about the circumstances surrounding the unique event of the Jubilee and will be able to participate in local and community activities that mark history.

Inverclyde Council provides money to families for holiday meals which means that children who are entitled to free school meals will still receive meals when the schools are closed. The amount provided is above the statutory amount.

For any family who has already booked a holiday for the previous published holidays and cannot change their arrangements, their child will be given an authorised absence.

**Details of the Person(s) who completed the Assessment:**

Name:	George Barbour Steven McNab
Position:	Service Manager – communications, tourism and health & safety Head of Organisational Development, Policy and Communications
Date:	1 September 2021

**Authorised by:**

Name:	Ruth Binks
Position:	Corporate Director - Education, Communities and Organisational Development
Date:	2 September 2021

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy Officer at [karen.barclay@inverclyde.gov.uk](mailto:karen.barclay@inverclyde.gov.uk).