

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.

1. Policy, function or strategy	
a.	Name/description of the policy, function or strategy ¹
b.	Responsible organisation(s)/Lead Service
c.	Lead Officer
d.	Date of Impact Assessment
e.	Partners/other Services involved in the development of the policy, function or strategy
f.	Is the policy, function or strategy?
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)?
h.	What are the intended outcomes of the policy, function or strategy?

¹ Please attach details of the policy, function or strategy to this Template

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
		X	Advance equality of opportunity between people of different groups
		<input 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?	Consultation has taken place with all recognised trade unions who are supportive of the proposed change of policy	

2. Does the policy, function of strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)	X	
c. Local Outcomes Improvement Plan (LOIP) 2017/22 ³ (see Section 7)	X	
d. Corporate Plan 2018/22 ⁴ (see Section 8)	X	

² [Fairer Scotland Duty: guidance for public bodies](#)

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

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

3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.

4. If 'No' is selected for every part of Section 2, please state the reasons for this.

Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:

karen.barclay@inverclyde.gov.uk

Signature:

Date:

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	Low	Neutral	Negative High	Low	
Age						
Disability						
Gender Reassignment						
Marriage and civil partnership						
Pregnancy and maternity						
Race						
Religion and belief						

Sex	X					This proposal will have a positive impact on predominately female members of the Council's workforce.
Sexual orientation						
Other groups to consider • Carers		X				As this proposal will have a positive impact on predominately female members of the Council's workforce, it may also have a positive impact on those who have caring responsibilities, the majority of whom tend to be females.

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

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

<p><u>Sex; Carers:</u> This proposal will have a positive impact on predominately female members of the Council's workforce. It may also have a positive impact on those who have caring responsibilities, the majority of whom tend to be females.</p>	
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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 -
+		
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p> <p>The affected staff are among the lower pay grades who will now have the opportunity to increase their take home pay.</p>		

7. Impact – LOIP 2017/22

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

<input type="checkbox"/>	<p>1. Population: 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</p>
<input checked="" type="checkbox"/>	<p>2. Inequalities: 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.)</p>
<input type="checkbox"/>	<p>3. Environment, culture and heritage: 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</p>

X	4. The local economy: 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
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Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.

Priorities 3 and 4: This proposal will support service delivery and the recruitment and retention of employees.

8. Impact – Corporate Plan 2018/22

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

<input type="checkbox"/>	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
X	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

X	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs
<p>Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.</p> <p><u>Priorities 3 and 10</u>: This proposal will support service delivery and the recruitment and retention of employees.</p>	

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)	The Trade Unions have been consulted on this proposal and are supportive of the proposed change to employees' Terms and Conditions.
Research	
Officers' knowledge and experience (including feedback from frontline staff)	Officers who devised this proposal have many years' experience of working in HR and OD roles.
Equalities monitoring data	
User feedback (including complaints)	Currently, part-time employees generally do not want to work additional hours if they are not receiving the atypical allowance.

Stakeholders	
Other	
Are there information gaps and, if so, what are these?	

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"/>	The proposal will be implemented from 2 February 2023.
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)	<input type="checkbox"/>	

How will the effect of the policy, function or strategy be monitored following implementation?

Services will monitor the impact of the change of policy at a local level.

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

From 2 February 2023.

When will the policy, function or strategy be reviewed?

Five years.

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

Costs associated with the implementation of the proposal will be contained within existing Council budgets. It is not anticipated that the proposed change to employees' Terms and Conditions will generate additional costs.

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.

Details of the Person(s) who completed the Assessment:	
Name:	Steven McNab
Position:	Head of OD, Policy and Communications Service
Date:	24 January 2023
Authorised by:	
Name:	Ruth Binks
Position:	Corporate Director - Education, Communities and Organisational Development
Date:	24 January 2023

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

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.