

## 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.

1. Policy, function or strategy			
a.	Name/description of the policy, function or strategy <sup>1</sup>	Reservists Policy	
b.	Responsible organisation(s)/Lead Service	Organisational Development, Policy and Communications Service	
c.	Lead Officer	Barbara McQuarrie (Human Resources [HR] Service Manager: Operations and Health and Safety)	
d.	Date of Impact Assessment	14/2/2025	
e.	Partners/other Services involved in the development of the policy, function or strategy	Trade Unions, HR	
f.	Is the policy, function or strategy?	<input type="checkbox"/>	New
		<input checked="" type="checkbox"/>	Reviewed/Revised
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>Inverclyde Council is committed to supporting employees who are members of the UK Reserve Forces, recognising the valuable contribution they make to both national defence and the civilian workforce. The Reservists Policy outlines the Council’s obligations towards employees who are Reservists, ensuring that they are not disadvantaged due to their service and that their rights and responsibilities, as well as those of the Council, are clearly defined.</p> <p>The Policy aligns with The Reserve Forces Act 1996 and The Reserve Forces (Safeguarding of Employment) Act 1985, which protect Reservists from discrimination due to their service and ensure</p>	

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

		<p>their right to return to work following periods of mobilisation. It also reflects best practice in workforce planning by ensuring that managers understand their responsibilities when employees undertake Reservist duties, including training commitments and mobilisation.</p> <p>The Policy aims to:</p> <ul style="list-style-type: none"><li>• Ensure that employees who are Reservists are treated fairly and are supported in balancing their civilian and military commitments.</li><li>• Outline the Council's approach to granting special leave for training and mobilisation, ensuring operational feasibility is maintained while allowing Reservists to fulfil their service obligations.</li><li>• Provide guidance on maintaining continuous service and employment rights, including pension contributions and contractual benefits, during periods of mobilisation.</li><li>• Clarify the process for returning to work after mobilisation, ensuring a smooth reintegration for Reservists while maintaining service continuity.</li><li>• Highlight the financial assistance available to the Council in cases where an employee's mobilisation results in additional costs.</li></ul> <p>The Policy ensures that Inverclyde Council meets its legal obligations while also recognising the skills and experience that Reservists bring to the organisation. It supports a diverse and resilient workforce, contributing to the Council's broader commitment to workforce development and operational resilience.</p>
h.	What are the intended outcomes of the policy, function or strategy?	<ul style="list-style-type: none"><li>• To ensure that Reservists are treated fairly and consistently across Inverclyde Council, in line with employment legislation such as The Reserve Forces Act 1996 and The Reserve Forces (Safeguarding of Employment) Act 1985. The Policy ensures that employees who are members of the UK Reserve Forces are not disadvantaged in their employment due to their military commitments.</li><li>• To provide clear guidance to managers and employees on how Reservist duties are managed, including training commitments, mobilisation, and return to work. This ensures that the Council can effectively balance operational requirements while supporting employees in fulfilling their Reservist obligations.</li><li>• To define the Council's approach to granting special leave for Reservist training and mobilisation, ensuring that employees are aware of their entitlements while maintaining service continuity. The Policy outlines when and how leave may be granted and any financial adjustments that may apply.</li></ul>

		<ul style="list-style-type: none"><li>• To safeguard Reservists’ employment rights, including their continuous service, pension contributions, and contractual benefits during periods of mobilisation. The Policy ensures that employees returning from service are reinstated in their roles, in accordance with legal requirements.</li><li>• To outline financial assistance available to the Council when an employee is mobilised, ensuring that any additional costs incurred due to temporary staffing arrangements are mitigated.</li><li>• To recognise the value that Reservists bring to the workplace, including enhanced leadership, teamwork, and problem-solving skills, which contribute positively to the wider workforce.</li><li>• To support Inverclyde Council’s commitment to The Armed Forces Covenant, reinforcing the Council’s role as a supportive employer of Reserve Forces personnel and promoting best practices in workforce inclusivity.</li></ul> <p>The Policy ensures that Reservists can balance their civilian and military commitments while maintaining their employment security, contributing to a stable and resilient workforce within Inverclyde Council.</p>	
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 checked="" 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 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?	Yes, stakeholders including HR professionals, management and Trade Union representatives have been consulted during the development of the Policy.	

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Care experienced; Disability; Gender Reassignment; Marriage and Civil Partnership; 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 <sup>2</sup> (see Section 6)		X
c. Inverclyde Alliance Partnership Plan 2023/33 <sup>3</sup> (see Section 7)	X	
d. Council Plan 2023/28 <sup>4</sup> (see Section 8)	X	
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 <u>every part</u> of Section 2, please state the reasons for this.		

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

<sup>3</sup> [Inverclyde Alliance Partnership Plan 2023/33](#)

<sup>4</sup> [Council Plan 2023/28](#)

<b>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</b>	
<b><u>karen.barclay@inverclyde.gov.uk.</u></b>	
<b>Signature:</b>	<b>Date:</b>

3. Impact – Protected Characteristics						
Which of the Protected Characteristics will the policy, function or strategy have an impact upon?						
	Impact					
Protected Characteristic	Positive		Neutral	Negative		Reasons/Comments
	High	Low		High	Low	
Age			X			
Care experienced			X			
Disability			X			
Gender Reassignment			X			
Marriage and Civil Partnership			X			
Pregnancy and Maternity			X			
Race			X			
Religion and Belief			X			
Sex			X			

Sexual Orientation			X			
Other groups to consider <ul style="list-style-type: none"><li>• Carers</li><li>• The Armed Forces Covenant Duty</li></ul>		X	X			The Reservists Policy helps the Council meet its obligations in terms of the Covenant.

<b>4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?</b>	
<input checked="" 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 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.	
<div>Positive impact + (Describe groups affected.)</div> <div>The Armed Forces Covenant Duty: Inverclyde Council was presented with the Employer Recognition Scheme Gold Award from the Ministry of Defence for a second time. The Award is the highest badge of honour for organisations which have signed The Armed Forces</div>	<div>Negative impact - (Describe groups affected.)</div>

Covenant and demonstrated outstanding support for those who serve and have served. The Reservists Policy helps the Council meet its obligations in terms of the Covenant.	
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6. Impact – Fairer Scotland Duty

What impact will the 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.		

7. Impact – Inverclyde Alliance Partnership Plan 2023/33

Which Themes from the Inverclyde Alliance Partnership Plan 2023/33 will the policy, function or strategy impact on?

<input type="checkbox"/>	<b>Theme 1: Empowered people</b> <ul style="list-style-type: none"><li>Communities can have their voices heard, and influence the places and services that affect them</li><li>Gaps in outcomes linked to poverty are reduced</li></ul>
<input checked="" type="checkbox"/>	<b>Theme 2: Working people</b> <ul style="list-style-type: none"><li>More people will be in sustained employment, with fair pay and conditions</li><li>Poverty related gaps are addressed, so young people can have the skills for learning, life and work</li><li>Businesses are supported and encouraged to reduce their carbon footprint and develop green jobs</li></ul>

<input type="checkbox"/>	<b>Theme 3: Healthy people and places</b> <ul style="list-style-type: none"><li>• People live longer and healthier lives</li><li>• Supportive systems are in place to prevent alcohol and drug misuse</li><li>• Our natural capital is looked after, and we are effectively adapting and mitigating the effects of climate change</li></ul>
<input type="checkbox"/>	<b>Theme 4: A supportive place</b> <ul style="list-style-type: none"><li>• Vulnerable adults and children are protected and supported, ensuring they can live safely and independently</li><li>• We recognise where people are affected by trauma, and respond in ways that prevent further harm and support recovery</li><li>• Public protection and community safety are improved through targeting our resources to reduce the risk of offending and harm</li></ul>
<input type="checkbox"/>	<b>Theme 5: A thriving place</b> <ul style="list-style-type: none"><li>• Growth in our working age population by encouraging people to stay here, and attracting new people to settle here</li><li>• Development of strong community-based services that respond to local need</li><li>• Homes are energy efficient and fuel poverty is reduced</li><li>• Increased use of active travel and sustainable transport options</li><li>• Easy access to attractive and safe public spaces, and high-quality arts and cultural opportunities</li></ul>
<p><b>Briefly describe how the policy, function or strategy will impact on the Inverclyde Alliance Partnership Plan 2023/22 Themes.</b></p> <p><u>Theme 2:</u> The Reservists Policy positively impacts this theme by ensuring that employees who serve as Reservists can maintain sustained employment with fair pay and conditions, aligning with Inverclyde Council’s commitment to being an inclusive and supportive employer. By outlining clear provisions for special leave, job security, and pension continuity, the policy ensures that Reservists are not disadvantaged in their civilian employment due to their military commitments.</p> <p>Furthermore, the policy aligns with workforce planning strategies by ensuring that operational needs are met while also supporting employees in fulfilling their Reservist duties. By recognising the skills and experience that Reservists bring to the organisation, the Council promotes professional development opportunities that contribute to a more skilled and adaptable workforce within Inverclyde.</p> <p>This approach reinforces Inverclyde Council’s commitment to fair employment practices, ensuring that Reservists can balance their military and civilian roles effectively while continuing to contribute to the local economy and public services.</p>	



8. Impact – Council Plan 2023/28

Which Themes from the Council Plan 2023/28 will the policy, function or strategy impact on?

<input checked="" type="checkbox"/>	<b>Theme 1: People</b> <ul style="list-style-type: none"><li>• Our young people have the best start in life through high quality support and education</li><li>• Gaps in outcomes linked to poverty are reduced</li><li>• People are supported to improve their health and wellbeing</li><li>• More people will be in employment, with fair pay and conditions</li><li>• Our most vulnerable families and residents are safeguarded and supported</li></ul>
<input type="checkbox"/>	<b>Theme 2: Place</b> <ul style="list-style-type: none"><li>• Communities are thriving, growing and sustainable</li><li>• Our strategic housing function is robust</li><li>• Our economy and skills base are developed</li><li>• We have a sufficient supply of business premises</li><li>• Our natural environment is protected</li></ul>
<input checked="" type="checkbox"/>	<b>Theme 3: Performance</b> <ul style="list-style-type: none"><li>• High quality and innovative services are provided, giving value for money</li><li>• Our employees are supported and developed</li></ul>

**Briefly describe how the policy, function or strategy will impact on the Council Plan 2023/28 Themes.**

Themes 1 and 3: The Reservists Policy positively impacts this Theme by ensuring that employees who serve as Reservists can maintain sustained employment with fair pay and conditions, aligning with Inverclyde Council's commitment to being an inclusive and supportive employer. As an employer, Inverclyde Council has a duty to ensure that Reservists can balance their military and civilian roles effectively while continuing to contribute to the local economy and public services.

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)	Feedback from Trade Unions and HR professionals during the Policy review process. No concerns raised.
Research	Comparative analysis was carried out with Policies from other Councils. This analysis highlighted that we are in line with best practice.
Officers’ knowledge and experience (including feedback from frontline staff)	The Reservists Policy has been reviewed/revised by HR Advisors who have the relevant expertise and knowledge.
Equalities monitoring data	
User feedback (including complaints)	
Stakeholders	
Other	

Are there information gaps and, if so, what are these?	
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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"/>	Based on the findings of the Equality Impact Assessment process, the Policy will continue development with no changes. The analysis indicates that the Policy supports equality and inclusivity, aligns with legislative requirements, and promotes fair treatment across all Protected Characteristics.
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"/>	
<p>How will the effect of the policy, function or strategy be monitored following implementation?</p> <p>The Policy will be monitored through regular reviews, and feedback from Managers/Stakeholders. Issues arising from employee relations are regularly discussed by the Trade Union Liaison Group and monitored through the Workforce Information and Activity Reports.</p>			

When is the policy, function or strategy due to be implemented?  Following approval by the Policy and Resources Committee at its meeting on 3 February 2025.
When will the policy, function or strategy be reviewed?  Three years after approval i.e. 2028 unless legislative requirements bring this forward
What resources are available for the implementation of the policy, function or strategy? Have these resources changed?  Resources include HR personnel, and training programmes. These resources have been allocated and remain consistent.

<b>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.</b>
Where appropriate, the Policy should be read in conjunction with other relevant documentation such as:  <ul style="list-style-type: none"><li>1. Conditions of Service</li><li>2. Code of Conduct</li><li>3. Recruitment, Selection, Redeployment and Relocation Policy and Procedures.</li></ul>

<b>Details of the Person(s) who completed the Assessment:</b>	
Name:	Barbara McQuarrie
Position:	Service Manager (HR Operations/Health and Safety)

Classification: Official

Date:	14/2/2025
<b>Authorised by:</b>	
Name:	Ruth Binks
Position:	Corporate Director (Education, Communities and Organisational Development)
Date:	9/4/2025

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