



Equality Impact Assessment (EQIA) Form

A. GENERAL INFORMATION

Name of proposal	Annual Leave
Responsible department	Human Resources

B. AIMS OF THE PROPOSAL

What do you hope to achieve?	This policy is designed to put in place appropriate arrangements regarding annual leave to meet our legal obligations.
Why is the proposal needed?	<p>Our employees will seek to take annual leave as is their right and this policy identifies the arrangements that we have in place for them.</p> <p>This proposal updates our existing arrangements so that they are clearer and more understandable.</p>
How will the proposal contribute to the SSSC's strategic objectives and/or priorities?	<p>This policy supports our Organisational Characteristics in the Strategic Plan 2020-2023 and specifically "People want to work at the SSSC".</p> <p>The Strategic Plan states "we are committed to investing in our own workforce the same way we are invested in the external workforce".</p> <p>This policy supports strategic themes 2, 3 and 6 of our People Strategy 2021-2024.</p>

	<ul style="list-style-type: none"> • Recruit and develop excellent people. • A healthy and inclusive organisation. <p>This policy supports these priorities by expressing our position and how we support and enable our employees to take annual leave.</p> <p>By adopting this updated policy:</p> <ul style="list-style-type: none"> • We meet our legal obligations to provide staff with paid time off for annual leave. • We meet our legal obligations under the Working Time Regulations. <p>This policy will help our staff to meet their home life wishes and preferences. This improves their happiness and wellbeing.</p>
<p>How will the proposal address the SSSC's Equality duties?</p>	<p>The policy addresses all 3 of the equality duties in accordance with the Equality Act 2010, Public Sector Equality Duty (PSED) ie eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010, advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it and foster good relations between persons who share a relevant protected characteristic and persons who do not share it.</p> <p>This policy is makes clear our commitment to equal treatment for employees and make sure that our terms and conditions are consistent in this regard.</p>

C. DATA AND EVIDENCE GATHERING

<p>What evidence has been used to come to the decisions contained in this EQIA?</p>	<p>The policy has been updated in terms of language and expression. No substantive changes have been made that require benchmarking beyond that conducted in 2019.</p>
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Has the proposal been the subject of relevant engagement and/or consultation?	Consultation has been undertaken with the Operational Management Team, Executive Management Team and with Unison our recognised trade union regarding this policy. A consultation log has been maintained of their comments and proposals.
Has best judgement been used in place of data/research/evidence?	Yes
Have any gaps been found in the data?	N/A.

D. ASSESSING IMPACT AND IDENTIFYING OPPORTUNITIES TO PROMOTE EQUALITY

Gender – does the proposal take account of different roles and responsibilities? Does it assume, perhaps wrongly that men have no caring responsibilities? Is the proposal flexible enough to provide a service that everyone can access?

This policy adopts a gender-neutral approach wherever possible. The policy continues with our existing leave entitlements and does not introduce changes that impact on gender. It is noted the accruing annual leave based upon length of service could positively benefit men over women on the basis that men on average have longer service (across the UK). We recognise prior service with other employers which mitigates this impact.

Ethnicity – have you covered all minority ethnic groups? Consider the impact your proposal has on someone from a minority ethnic group and remember this impact may differ depending on the gender, disability, faith, sexual orientation or ethnicity of the person as different cultures have different views on what is acceptable. Consider language and format.

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. This policy is not expected to impact on different minority ethnic groups.

Disability – a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out day-to-day activities. How does this proposal affect disabled people? Are there any impairment groups who are unfavourably affected by the policy?

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. The provision of enhanced annual leave offers our employees more time off for rest and recovery. This may have the consequence of benefiting those disabled people who need additional time off for appointments, treatment or rest and recovery.

Sexual orientation – what are the issues for this group in terms of your proposal? Does it meet the needs of this group?

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. This policy is not expected to have a different impact on people due to their sexual orientation.

Gender reassignment – does your proposal include people of different gender identities? Will your proposal impact transgender individuals in any way?

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. This policy is not expected to impact on transgender individuals.

Age – remember different age groups have different concerns. When considering age remember that some individuals are more vulnerable or have issues that may need additional consideration.

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. To achieve the maximum annual leave entitlement employees need to have five years' service. This disadvantages those employees with less than five years' service but rewards those who remain with us with additional time off and is proportionate in the circumstances. We recognise service with certain other organisations and this reduces the adverse impact of this criteria.

Marital and civil partnership – it is unlawful discrimination for people who are married/civil partnership/same-sex couple to be treated less favourably in employment than those who are not married/civil partnership/mixed-sex couple.

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. This policy is not expected to impact on this group.

Pregnancy and maternity – protection against maternity discrimination covers 26 weeks after giving birth – this includes treating a woman unfavourable because she is breastfeeding.

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. Having additional time off available during and post pregnancy may be more valuable to these employees where they want or need more time resting, recovering or to spend time with their children.

Religion/Belief/Non-belief – does your proposal take into account different festivals, holidays, religious days and traditions? Will the different faith beliefs impact on women from that group and exclude or prevent them from using the service?

The policy applies equally to all employees, permanent and temporary, and is accessible regardless of this specific characteristic. This policy is not expected to impact on those with a religious belief, belief or non-belief.

E. CHALLENGES AND OPPORTUNITIES FOR GROUPS LIVING IN AN ISLAND COMMUNITY

This section considers the impact or effect of the proposal on island communities and whether this could be significantly different from its effect on other communities.

It is recognised that our islands face particular challenges around distance, geography, connectivity and demography, so it is important that we consider these properly and make sure islands receive fair and equitable treatment and that there is no detriment to their unique circumstances.

This policy is not expected to have any impact on islands communities beyond those individual employees who live on an island and are employed by us. In such circumstances the employee will be treated in the same manner and style as any other employee. An ICIA (Islands Community Impact Assessment) is not required.

F. CHILD RIGHTS AND WELLBEING

This section considers the impact of the proposal on children and young people, or specific groups of children and young people, in Scotland.

This policy provides for generous paid leave for our employees. This policy will have a positive impact on children and their wellbeing by those caring for them being able to take paid time off to do so that is above the statutory minimum.

G. HEALTH AND WELLBEING AND HEALTH INEQUALITIES

This section considers the impact of the proposal on physical and mental health and wellbeing; this includes for example, participation, creativity and developing potential.

This policy is expected to improve the health and wellbeing of our employees by providing them with paid time off. The provision of enhanced paid leave reduces the financial strain that those with parental responsibilities experience.

H. ECONOMIC AND SOCIAL SUSTAINABILITY

This section is concerned with the impact of the proposal on pay and employment opportunities as well as valuing and supporting voluntary work.

The policy continues with the period of paid leave for our employees. This gives our employees more opportunities to take paid leave for rest and recovery. It also provides the opportunity of taking paid leave for social recreation purposes. This is expected to improve their physical and mental health.

I. CARE EXPERIENCED CHILDREN, YOUNG PEOPLE AND ADULTS

This section concerns our duties to put Scotland’s care experienced children, young people and adults at the heart of what we do.

This policy is not expected to have a specific impact on care experienced children or young people. We have other policies in place that support our employees in this regard.

J. DECISION MAKING

Which of the following statements best describes the action that should be taken following the EqIA in relation to your proposal?

No major change	<input checked="" type="checkbox"/>
Adjust the policy	<input type="checkbox"/>
Continue with Policy	<input type="checkbox"/>
Stop and remove the policy	<input type="checkbox"/>

Outline the reasons why you’ve selected this option

We have not identified any major changes following the completion of the Equality Impact Assessment.

K. MONITORING AND REVIEWING

How will the implementation of the policy/proposal be monitored? How and when will the impact of the proposal be reviewed? Outline the actions that will be taken, the timescale for these and who will be responsible for carrying out these actions.

Action	Timescale	Person Responsible
The policy will be monitored on a three-yearly cycle to test for effectiveness and continued suitability.	Ongoing.	Lucy Finn, Head of HR.

L. SIGN OFF

Name: Lucy Finn

Title: Head of Human Resources

Date Approved: August 2022