

<b>Assessment No</b>	1022	<b>Owner</b>	lgalasso
<b>Resource</b>	Transformation	<b>Service</b>	People and Technology
	<b>FirstName</b>	<b>Surname</b>	<b>Job Title</b>
<b>Head Officer</b>	Leeanne	Galasso	People & Change Partner
<b>Members</b>	Leeanne Galasso, People & Change Partner Lisa MacGregor, People & Change Partner Alison McBride, Strategic People & Change Manager		
	<i>(Please note: the word 'policy' is used as shorthand for strategy policy function or financial decision)</i>		
<b>Policy Title</b>	Ethical Review of Terms and Conditions - Review of Public Holiday Entitlement		
	<b>The aim, objective, purpose and intended out come of policy</b>		
	<p>The primary aim is to further eradicate inequality.</p> <p>Following employee survey the proposal is to vary public holiday entitlement and following consultation, the proposal is to align all employees to 7 days public holidays. This will add 1 day to annual leave for SJC and those craft employees who started employment after April 2015 and 5 days to craft employees who started before April 2015. This will align public holidays for the workforce and will mean that annual leave entitlement will start at 26 days (FTE), which employees can use as it suits them. This will benefit new starters and could help in recruitment as well as providing an equal public holiday entitlement.</p> <p>It is essential that the Council continues to act to future-proof its terms and conditions of employment, ensuring an employment package is gender pay neutral and which is otherwise considered fair in terms of consolidation of provisions across different categories of employees.</p>		
	<b>Service/Partners/Stakeholders/service users involved in the development and/or implementation of policy.</b>		
	Chief Officers, Strategic HR		
<b>Does the proposals involve the procurement of any goods or services?</b>			Yes
<b>If yes please confirm that you have contacted our procurement services to discuss your requirements.</b>			No
<b>SCREENING</b>			
<i>You must indicate if there is any relevance to the four areas</i>			
<b>Duty to eliminate discrimination (E), advance equal opportunities (A) or foster good relations (F)</b>			Yes
<b>Relevance to Human Rights (HR)</b>			No
<b>Relevance to Health Impacts (H)</b>			No
<b>Relevance to Social Economic Impacts (SE)</b>			Yes
<b>Who will be affected by this policy?</b>			
<b>Who will be/has been involved in the consultation process?</b>			

**Please outline any particular need/barriers which equality groups may have in relation to this policy list evidence you are using to support this and whether there is any negative impact on particular groups.**

<b>Specific group to consider</b>	<b>Needs</b>	<b>Evidence</b>	<b>Impact</b>
<b>Age</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's age profile confirms that the highest percentage of employees remain clustered in the age groups 50-59.	There is no specific impact identified in relation to age. It is noted that this change may attract a younger demographic into roles with the increased flexibility in the way they use leave.
<b>Disability</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's disability profile confirms 1.38% of employees have declared a disability.  It is well documented and reported that people with a disability can be impacted by pay inequality.	There is no specific impact in relation to disability.
<b>Gender Reassign</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's transgender profile confirms that 0.15% have declared transgender and 19.01% not transgender and 80.71% unknown.	There is no specific impact in relation to gender reassign
<b>Marriage &amp; Civil Partnership</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	No information reported on marital status/civil partnership.  It is well documented and reported that males typically earn more than females with greater opportunity to access enhancements through overtime and public holiday working.	There is no specific impact in relation to marriage & civil partnerships
<b>Pregnancy &amp; Maternity</b>	Cross-Cutting with Sex	Cross-Cutting with Sex  It is well document and reported that pregnancy and maternity have contributed to the gender pay inequality agenda.	Cross-Cutting with Sex
<b>Race</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's race profile confirms 0.58% of the workforce are BAME.	There is no specific impact in relation to race
<b>Religion and Belief</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	The Council's religion and belief provide confirms that 1.45% are Christian, 0.89% other and 8.56% none.	There is no specific impact in relation to religion and belief.

<b>Sex</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty	Workforce profile concludes 71% female and 29% male. It is well understood that females are main caregivers and benefit from flexibility to support the balance of working and home life.	In relation to public holidays, by aligning craft to local government workers, this will impact on males as they are typically male (90%), Quasi-Craft employees (those employed after 1st April 2015) are also predominately male (95%) and Local Government employees, who are predominately female (74%). However this could be objectively justified to provide an equal public holiday entitlement and reflect the increased flexibility that additional annual leave provides to the workforce. It will also further benefit females as they are typically the main care givers and will give flexibility in use of leave.
<b>Sexual Orientation</b>	The council has duty of care toward all its workers, and in terms of the Public Sector Equality Duty , this proposal does not impact on sexual orientation	The Council's sexual orientation profile concludes that 0.81% of the workforce have declared LGB and 18.26% as heterosexual with 80.41 unknown	There is no specific impact in relation to sexual orientation
<b>Human Rights</b>	N/A	N/A	N/A
<b>Health</b>	N/A	N/A	N/A
<b>Social &amp; Economic Impact</b>	N/A	N/A	N/A
<b>Cross Cutting</b>	N/A	N/A	N/A

**Actions**

**Policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.**

**Will the impact of the policy be monitored and reported on an ongoing basis?**

**Q7 What is your recommendation for this policy?**

**Please provide a meaningful summary of how you have reached the recommendation**

