

## Initial Integrated Impact Assessment Form

<b>Section 1 - The Policy</b>	
<b>Policy title</b>	Hybrid Working Policy
<b>Implementation date</b>	July 2024
<p><b>Please provide an overview of the policy including the key aims and expected outcomes:</b></p> <p>New ways of working have been in place for a number of years now and not all roles require traditional forms of office working. For a variety of reasons, and with varying degrees of frequency, employees might be able to undertake some of their duties away from their normal place of work at a Comhairle premises. These hybrid working arrangements mix office working with home working where an individual and the relevant line manager agree that it is possible for that individual to work some of the week at home.</p> <p>This policy defines hybrid working arrangements for performing Comhairle work, sets out entitlements, eligibility criteria and other conditions that apply, and has been developed to provide a clear approach for dealing with hybrid working on a regulated and frequent basis. It is not intended to address the ad hoc, one-off arrangements for home working for short periods to complete specific agreed pieces of work.</p> <p>The intention is that the policy will ensure fair treatment and consistency of approach, which is understood by all employees. It provides a standard framework for reporting, monitoring and managing hybrid working in line with business and individual need.</p> <p>This policy is underpinned by an expectation that there is no detrimental impact on provision of services or to colleagues and this is always a priority when considering applications and arrangements.</p>	
<p><b>Detail the budget implication relating to the policy:</b></p> <p>There are no budget implications directly related to the plan.</p>	
<p><b>What will change as a result of this policy?</b></p> <p>This provides a policy framework for Hybrid Working.</p>	
<p><b>Indicate which groups of people will be, or potentially could be, impacted upon by the implementation of this policy?</b></p> <p>Employees. Customers.</p>	
<b>Responsible Persons</b>	
Department / Section	Human Resources and Performance
Lead Officer	Norma Skinner
IIA Team Members	



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Responsible Head of Service	Norma Skinner																														
<b>Section 2 - Evidence</b>																															
<p><b>What data and information has been reviewed as part of the policy development process?</b> The Plan considers the current workforce, and both employee and service needs.</p>																															
<p><b>Detail what consultation has taken place as part of the policy development process?</b> The plan has been considered by the Corporate Management Team and the Recognised Trade Unions. This policy will also be considered by the Comhairle.</p>																															
<p><b>What does the information collected, and the outcome of any consultation indicate regarding potential impacts of the policy?</b> Feedback has informed the policy development.</p>																															
<p><b>Are there any gaps in knowledge? If further evidence or consultation required as part of the policy development process, please detail:</b></p>																															
<b>Section 3 - Initial Integrated Impact Assessment</b>																															
<b>Impact Overview</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 10%; text-align: center;">Yes</th> <th style="width: 10%; text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Is the policy strategic?</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td style="padding: 5px;">Will individuals have access to, or be denied access to a service or function as a result of the policy or the changes being proposed to services or functions?</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td style="padding: 5px;">Will the implementation of the policy, or the changes to the policy, result in individuals being employed, a change in staffing levels, or a change in terms and conditions, employer or location, either directly or indirectly?</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td style="padding: 5px;">Is there a change in the size of a budget?</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td style="padding: 5px;">Will a service be withdrawn, changed or expanded?</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td style="padding: 5px;">Will the policy have consequences for or affect people?</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td style="padding: 5px;">Does the policy have the potential to have an impact on equality even when this only affects a relatively small number of people?</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td style="padding: 5px;">Does the policy have the potential to have an impact on the economy and the delivery of economic outcomes?</td> <td></td> <td style="text-align: center;">✓</td> </tr> <tr> <td style="padding: 5px;">Is the policy likely to have a significant environmental impact?</td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table>		Yes	No	Is the policy strategic?	✓		Will individuals have access to, or be denied access to a service or function as a result of the policy or the changes being proposed to services or functions?	✓		Will the implementation of the policy, or the changes to the policy, result in individuals being employed, a change in staffing levels, or a change in terms and conditions, employer or location, either directly or indirectly?	✓		Is there a change in the size of a budget?		✓	Will a service be withdrawn, changed or expanded?		✓	Will the policy have consequences for or affect people?	✓		Does the policy have the potential to have an impact on equality even when this only affects a relatively small number of people?		✓	Does the policy have the potential to have an impact on the economy and the delivery of economic outcomes?		✓	Is the policy likely to have a significant environmental impact?		✓
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<p><b>Comments</b> Hybrid working has continued as an updated modification of the Home Working arrangements set in place in March 2020 during the Covid 19 Pandemic. The Hybrid Working Policy aims to set out the terms for hybrid working for Comhairle employees. It provides a policy framework for the continuation of hybrid working, providing employees and managers with clear guidance on requirements.</p>																															



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<b>Section 3 – - Initial Integrated Impact Assessment Continued</b>			
<b>Which groups of people will be, or potentially could be, impacted upon by the implementation of this policy?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
age	✓		The Hybrid Working Policy is supportive of employees and their circumstances and does not discriminate against employees or potential employees.  This is particularly supportive of those with caring responsibilities and those who have transport challenges.
disability	✓		
sex	✓		
gender reassignment		✓	
marriage and civil partnership		✓	
pregnancy and maternity		✓	
race		✓	
religion or belief		✓	
sexual orientation		✓	
<b>Do you have evidence or reason to believe that this policy will or may impact on socio-economic inequalities?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Socio-economic Disadvantage		✓	The Comhairle’s Hybrid Working Policy is an internal document that does not impact on socio-economic inequalities.  This is particularly supportive of those with transport challenges.  Managers are required to take the needs of customers into account when granting hybrid working arrangements to ensure that services can continue to be delivered in full.
Low Income/Income Poverty		✓	
Low and/or no wealth		✓	
Material Deprivation		✓	
Area Deprivation		✓	
Socioeconomic Background		✓	
<b>Do you have evidence or reason to believe that this policy will or may affect individuals Human Rights?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Human Rights		✓	
<b>Do you have evidence or reason to believe that this policy will have wider impacts as outlined below?</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Health and Wellbeing		✓	The Hybrid Working Policy can be supportive to the health and wellbeing of employees. It should be recognised that this could also have a detrimental impact on employees who



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			may become more socially isolated by working away from the office.
Economic and Social Sustainability		✓	
Environmental Sustainability, Climate Change and Energy Management	✓		The Hybrid Working Policy may contribute to reduced car travel by employees.
The Gaelic Language		✓	The Hybrid Working Policy is an internal document that does not impact on Gaelic Language.
Island Proofing	✓		<p>Within the policy it is stipulated that all employees must have a permanent residence within the Western Isles. This is an important aspect given the island's geography and strategic priorities around supporting the island's population and economy.</p> <p>A Western isles residence is also essential for office attendance on a regular basis and at short notice.</p>
Is there the potential for cumulative impact?		✓	

### Section 4 - Decision

Based on the initial Integrated Impact Assessment is a full IIA required?

Yes

Full IIA Lead Officer: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

No

If an IIA is deemed not to be required, please detail the decision rational below:

The Comhairle's Hybrid Working Policy aims to provide policy direction for employees and management and supports the Comhairle's role as an inclusive employer.

### Section 5 – Lead Officer and authorising Director

Lead Officer (print name)	N Skinner
Designation	Chief Officer, HR and Performance
Date	21 August 2024
Print name of Head of Service or Director responsible for the policy	
Date	

