

**Gosport Borough Council**  
**Integrated Impact Assessment (IIA)**

**Completion Instructions for IIA Leads:**

Use this IIA **during development** to initially assess the likely impact, on both customers and staff, of a proposed new policy, strategy, function or service or a proposed change to an existing one. This IIA aims to provide an early warning of any potential issues that could adversely impact our customers or staff or result in costly errors in terms of financial or reputational management. Evaluating the proposed changes against our key considerations regarding equality & diversity and climate change allows us to modify or mitigate any adverse impacts **before** implementation. It also demonstrates transparency in the Council’s decision making. It is a working document with named Subject Expert Officers (SEOs) who can support you - as the IIA Lead, through this process. Please do ask the SEOs for advice about potential impacts.

Impacts in the template are marked: +ve (positive) -ve (negative) or neutral. Once completed the IIA must be signed off by your Head of Service and a summary copy attached to the Board or Committee report. Officers have a Duty to ensure that Councillors/decision makers understand the impact of decisions before those decisions are made.

<b>Policy/Strategy/Function/ Project</b>	<b>New</b>	<b>Existing</b>	<b>IIA Lead</b>	<b>Contact Details</b>	<b>Date</b>
<b>Proposed change to Adoption pay</b>		✓	<b>Anna Buxcey/Peter Budd</b>	<b>Anna.buxcey@portsmouthcc.gov.uk</b>	<b>6 October 2021</b>

<b>What is the aim of this policy/strategy/function/project? What will it change ?</b>
The pay during adoption leave is recommended to be increased. In relation to an adoption of a child under 5 - with enhanced pay

<p>that reflects the current maternity provisions.</p> <p>The current policy must be reviewed as it does not currently meet the statutory requirements for adoption leave and pay. The entitlement currently provided to staff is very limited in length and the policy does not provide any information about statutory entitlements. Therefore, it is not currently providing clear information to staff.</p> <p>South East Employers has provided advice on the Green book interpretation.</p> <p>This is supported by information from the Local Government Association</p>	
<b>Has any consultation been undertaken on this proposed change?</b>	<input checked="" type="checkbox"/> <b>yes</b> <input type="checkbox"/> <b>no</b>
<b>If yes, summarise the methods used and results of the consultation:</b>	
<p>The proposed changes have been discussed with HR and CMT</p> <p>The Trade Union has been consulted about the proposed pay changes through the normal consultation process. No changes have been requested as a result of this consultation.</p> <p>The Equality Officer has been consulted with regards to the change in pay proposed. The change has been signed off on the equality side; noting it is an enhancement and nothing is being reduced. The Equality Officer has stated that no issues have been identified.</p> <p>The change will be taken to LJSC for onward approval at P&amp;O Board.</p> <p>Advice taken from the South East Employers and information from the Local Government Association</p>	

## A. EQUALITY & DIVERSITY

The Public Sector Equality Duty is part of the Equality Act 2010. The Duty requires the Council to have due regard to the following three aims:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equal opportunities between people from different groups
- foster good relations between people from different groups.

Having due regard means considering how this policy, strategy, project or function has or will advance equal opportunities for each of the protected groups below.

**Please note: If this proposal means a change in the availability, degree of provision or access to a service, benefit or facility for any group of people, then this Equality & Diversity impact assessment must be completed to assess if this proposal could be deemed unlawfully discriminatory.**

SEO for support to complete this section- Mandy Baggaley, CPCS, x5695 [mandy.baggaley@gosport.go.uk](mailto:mandy.baggaley@gosport.go.uk)

Protected Characteristic	+ ive	- ive	Neutral	Explanation of Impact
Age	All staff will benefit from a clear policy that is easily available to staff.			The Trade Union has been consulted about the proposed pay changes through the normal consultation process.
Disability				
Gender reassignment				
Marriage and Civil Partnership				
Pregnancy				
Race (ethnicity, nationality, colour)				
Religion or Belief (and lack of belief)	All staff will benefit from the proposed improvement in terms and			No changes have been requested as a result of this consultation.
Sex				
Sexual Orientation				

	conditions for adoption pay			
<p><b>The Armed Forces Bill</b> places a new duty on public bodies to have due regard to ensure those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved. Please refer to these resources for more information about the needs and characteristics of the armed forces community and our commitment to the Covenant. <a href="#">GBC Covenant Agreement 2020</a> <a href="#">Local AFC Profile, needs assessment, resources</a></p>				
<b>Section of the Armed Forces Community</b>	<b>+ ive</b>	<b>- ive</b>	<b>Neutral</b>	<b>Explanation of Impact</b>
	✓			It is recognised that many members of staff are also members of the armed forces community.
<p><b>Are there any other groups which could be impacted (e.g. socially or financially excluded) by this item? If yes, identify below:</b></p>				
<p><b>What actions will be taken to address/ mitigate potential negative impacts identified:</b></p>				
<b>Action</b>	<b>By whom</b>		<b>By when</b>	

**B. CLIMATE CHANGE & ENVIRONMENT**

Consider how this change will have an impact with regard to

- Greenhouse gas emissions
- Ability to adapt to the impacts of climate change
- Waste Management
- Air Quality
- Natural Environment

SEOs for support to complete this section- Tim Pratt, CPCS, x5573 [tim.pratt@gosport.gov.uk](mailto:tim.pratt@gosport.gov.uk)

Greenhouse Gas Emissions	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Emissions from buildings	Gas or electricity use and provision of renewable electricity, by GBC or others				N/A
Emissions from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC or others				N/A
Emissions from agriculture and land use	Creation or removal of carbon sinks in Gosport, and changes to food consumption				N/A
Embedded emissions	Emissions from manufacturing goods and materials used by GBC or others				N/A
Climate Change Adaptation	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Vulnerability to storms	Flood prevention and extent to which buildings, habitats and species would be affected by flooding and high winds				N/A

Vulnerability to heat waves	Provision of shading, ventilation and insulation in buildings, and extent to which habitats and species would be affected by heat				N/A
Vulnerability to drought	Water use in buildings, agriculture, and industrial processes, and extent to which habitats and species would be affected by drought				N/A
Vulnerability to food insecurity	Opportunity for local food production				N/A
<b>Waste Management</b>	<b>Things to consider</b>	<b>+ ive</b>	<b>- ive</b>	<b>Neutral</b>	<b>Explanation of Impact</b>
Amount of waste generated	Levels of consumption by GBC, households and businesses, and extent to which materials used are reusable				N/A
Proportion of waste recycled	Recyclability of materials used by GBC, households and businesses, and provision of recycling services				N/A
<b>Air Quality</b>	<b>Things to consider</b>	<b>+ ive</b>	<b>- ive</b>	<b>Neutral</b>	<b>Explanation of Impact</b>
Emissions of key pollutants from transport	Amount of travel (including goods transportation), travel modes and fuels used, by GBC and others; impacts on congestion and amount of idling of more vehicles				N/A
Emissions of key pollutants from industrial processes	Emissions from chemical processes				N/A
Emissions of key pollutants from other sources	Domestic and other fires				N/A
Impact of key pollutants	Rate at which pollutants are absorbed or dispersed				N/A

Natural Environment	Things to consider	+ ive	- ive	Neutral	Explanation of Impact
Sustainability of public spaces	Amount of vegetation and maintenance				N/A
Biodiversity and quality of habitats	General impacts on habitats and direct impacts on species of concern				N/A
<b>What actions will be taken to address/ mitigate potential negative impacts identified:</b>					
Action	By whom			By when	

<b>C. IIA SUMMARY</b>					
<b>Have any positive or negative impacts been identified in sections A and B?</b>					
Subject	+ ive	- ive	Explanation		
A. Equality & Diversity	✓		All staff will benefit from a clear policy that is easily available to staff. All staff will benefit from the proposed improvement in terms and conditions for adoption pay		
B. Climate Change & Environment			N/A		
<b>Can any negative impacts be mitigated?</b>					
Subject	Yes	No	N/A	Explanation	
A. Equality & Diversity			✓	N/A	
B. Climate Change & Environment			✓	N/A	

<b>Is further assessment in either subject area necessary to conclude this assessment?</b>			
<b>Subject</b>	<b>Yes</b>	<b>No</b>	<b>If yes, timetable for completion</b>
A. Equality & Diversity		✓	
B. Climate Change & Environment		✓	

<b>D. IIA CONCLUSION</b>
<input checked="" type="checkbox"/> <b>✓ This IIA is complete. No further assessment is required if identified actions are undertaken. This summary can be included with Board or Committee reports.</b>
<input type="checkbox"/> <b>This IIA identified further assessment should be undertaken in the identified areas before implementation of this proposed change.</b>
<p><b>Signed by Head of Service:</b></p>
<p><b>Date: First completed September 2021, updated 4 and 6<sup>th</sup> of October 2021</b></p>