

# EQUALITY IMPACT ASSESSMENT

## SCREENING DOCUMENT

**Name of Proposal**

Change to May Day public holiday in 2020

**Lead Department/Service**

HR, Digital Enablement, IT & Business Support

What is the aim of the proposal?

To change the May Day public holiday in 2020 from Monday 4 May to Friday 8 May for local government employees and for schools to coincide with the 75<sup>th</sup> Anniversary of VE Day.

Is this a new or a review of an existing policy, procedure, function or report?

Temporary Change to existing policy.

### Screening Process

1. Has the proposal already been assessed for its impact on age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? **If yes, go to 1 a. If no, go to 1 b.**

**1 a.** Unless there have been significant changes, no further action is required. **Please add your name, position and date below at 3.**

**1 b.** Does the proposal involve or have consequences for the people the council serves or employs? **If yes, go to 2. If no, go to 1 c.**

**1 c.** Please state why not

**The proposal is not relevant and no further action is required. Sign and date below at 3.**

2. Is the proposal relevant to one or more of the protected characteristics? **If yes, go to 2 a. If no, go to 2 b.**

**2 a. Proceed to Step 1 of the Full Equality Impact Assessment on page 2.**

**2 b.** Please state why not

**The proposal not relevant and no further action is required. Add your name, position and date below at 3.**

**3. Name:**

\_\_\_\_\_

**Position:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

## FULL EQUALITY IMPACT ASSESSMENT

### Step 1

Are there any statutory legal requirements affecting this proposal? If so please describe.

Bank holidays are a devolved issue in Scotland, are set by Scottish Ministers, and are the same across the whole of Scotland. Scottish Ministers have determined that the early May Day bank holiday be moved from 4 May to 8 May 2020, which is the 75<sup>th</sup> anniversary of VE Day itself.

### Step 2

What data/research is available to assess the likely impact of the proposal?

Statistics on the gender of part time workers.

### Step 3

Is there any reason to believe the proposal could affect people differently due to their protected characteristic ie age; disability; gender; gender re-assignment; pregnancy/maternity; marriage and civil partnership; race; religion and belief; and sexual orientation? Please **place a cross** in each box that applies, and give details alongside.

Age	<input type="checkbox"/>	_____
Disability	<input type="checkbox"/>	_____
Gender	<input checked="" type="checkbox"/>	_____ X _____
Gender Re-assignment	<input type="checkbox"/>	_____
Pregnancy/maternity	<input type="checkbox"/>	_____
Marriage and civil Partnership	<input type="checkbox"/>	_____
Race	<input type="checkbox"/>	_____
Religion and belief	<input type="checkbox"/>	_____
Sexual orientation	<input type="checkbox"/>	_____

### Step 4

Is there evidence to suggest that any part of the proposal could unlawfully discriminate against people? If so, how?

No

### Step 5

Can the proposal be seen to favour one section of the community

Yes  X      No

or deny opportunities to another?

Yes       No

If yes, please give details.

There are proportionally more female employees in the council who work part time. The proposed change could have an impact on their annual leave entitlement depending on their work pattern if they had not anticipated having to take Friday 8 May as leave. There could also be an economic impact for employees who were anticipating working on 4 May and receiving recompense for this on the basis of working on a public holiday.

**Step 6**

Does the proposal advance or restrict equality?

Yes  X No

If yes, give details

There is the potential for the proposal to restrict equality depending on individual work patterns.

**Step 7**

Are there any other actions which could have been taken to enhance equality of opportunity?

If so please state

**Step 8**

Based on the work you have done, rate the level of relevance being allocated to this proposal.

High  Medium  X Low  Unknown

**Step 9**

If during **Steps 3 - 6** there has been an adverse impact identified, consider whether this can be justified.

Yes  X No

If yes please give details.

The Scottish Government has changed the date of the May Day public holiday. In some areas the council has an obligation to continue to deliver essential services. In order to mitigate any adverse impact, if any individual has a particular problem with the change in date they should discuss this with their line manager.

If no, consider alternative ways of delivering the proposal to minimise negative impact or eliminate unlawful discrimination. Give details of the changes to be made to the proposal.

**Step 10**

Do you need to carry out a further impact assessment?

Yes  No  X

If yes, what actions do you need to take?

**Step 11**

Make arrangements to monitor and review the impact assessment.

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**Step 12**

Publish impact assessment.

Where will the Equality Impact Assessment be published?

The EIA will be published alongside the committee report.

Please state your name, position and date, and forward this pro forma either to your designated Equality Impact Assessment Co-ordinator, or if it refers to a committee report, it should be forwarded with the report to committee services.

**Name: Pauline Sinclair**

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**Position: Service Leader – HR & Business Support    Date: 09 January 2020**

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**For additional information and advice please contact:  
the Equalities Officer - Tel: 01307 492374**