

## Integrated Impact Assessment (IIA)

### Stage 1 Scoping and Assessing for Relevance

#### Section 1 Details of the Proposal

<b>A. Title of Proposal:</b>	Code of Conduct for Employees of Scottish Borders Council/ Guidelines on the Register of Interests
<b>B. What is it?</b>	A new Policy/Strategy/Practice/Project <input type="checkbox"/> A revised Policy/Strategy/Practice X <input checked="" type="checkbox"/>
<b>C. Description of the proposal:</b> (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes, including the context within which it will operate))	<p>The Code of Conduct sets out standards of conduct that are expected of employees of Scottish Borders Council (SBC).          These apply both in an employee's professional role and, where relevant, in their private life.</p> <p>The Code is framed around "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life.</p> <p>It specifically covers when any criminal matters should be disclosed, what employees should do if they wish to make a public interest disclosure ("whistleblowing", when they require to register an interest and how to deal with offers of gifts or hospitality.</p>

	The Guidelines on the Register of Interests gives further detail on when to record an interest, how to do so and what mitigating actions may be taken.
<b>D. Service Area:</b> <b>Department:</b>	People Performance & Change Human Resources
<b>E. Lead Officer:</b> (Name and job title)	Iain Davidson Employee Relations Manager
<b>F. Other Officers/Partners involved:</b> (List names, job titles and organisations)	
<b>G. Date(s) IIA completed:</b>	10/07/2025

## **Section 2 Will there be any impacts as a result of the relationship between this proposal and other policies?**

**Yes)**

**If yes, - please state here:**

This policy is associated to the following key policies/guidelines and where applicable these should be cross referenced to gain further detail:

- Dignity & Respect Policy.
- Disciplinary Procedures for Misconduct
- Equality, Diversity & Human Rights Policy
- Guidelines for Employees
- Guidelines for Line Managers
- Guidelines on Conducting Investigations
- Grievance Policy and Procedure
- Financial Regulations
- Media Relations Protocol
- Guidance on Politically Restricted Posts
- Procurement and Contract Standing Orders
- Protocol on Relationships between Political Groups, Elected Members and Officers
- Recruitment and Selection Policy
- Guide to the Working Time Regulations

## **Section 3 Legislative Requirements**

## 3.1 Relevance to the Equality Duty:

### Do you believe your proposal has any relevance under the Equality Act 2010? Yes

*(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)*

Equality Duty	Reasoning:
<b>A. Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	A key part of the Code of Conduct is the maintenance of respectful relationships when dealing with colleagues, customers and other agencies. The Register of Interests assists in eliminating the possibility of discrimination by those with a particular interest.
<b>B. Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	The Code should assist in the promotion of equality of opportunity, as the standards contained within it are clearly associated with good practice in equality and diversity, such as acting with integrity and respect. There is also a specific section on appointments which stipulates that all Council appointments must be made on merit. This promotes equality of opportunity.
<b>C. Foster good relations?</b> <i>(Will your proposal help to foster or encourage good relations between those who have different equality characteristics?)</i>	The ethical approach in the Code should assist with the fostering of good relations.

**3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal?  
(You should consider employees, clients, customers / service users, and any other relevant groups)**

Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.

	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Age</b> Older or younger people or a specific age grouping		X		<p>The provisions of the Code should have a positive effect on all the protected characteristics.</p> <p>The requirements to act in a fair, honest, accountable and objective manner will have a potentially positive effect on members of any of these equality groups who feel marginalised.</p>
<b>Disability</b> A physical or mental impairment that has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities. This may be visible or invisible, progressive or recurring.		X		
<b>Gender Reassignment</b> anybody who is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex.		X		
<b>Marriage or Civil Partnership</b> people who are married or in a civil partnership		X		
<b>Pregnancy and Maternity</b> (refers to the period after the birth and is linked to <b>maternity</b> leave in the employment context. In the non-work context, <b>protection</b> against <b>maternity</b> discrimination is for 26 weeks after giving birth),		X		

<b>Race:</b> including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)		X		
<b>Religion or Belief:</b> different religious or philosophical beliefs, customs (including atheists and those with no aligned belief) e.g. Christianity, Islam, Hindu, pacifism, vegetarianism, gender critical.		X		
<b>Sex</b> women and men (girls and boys)		X		
<b>Sexual Orientation</b> , e.g. Lesbian, Gay, Bisexual, Heterosexual		X		
<b>3.3 Fairer Scotland Duty</b>  This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.  The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.				
<b>Is the proposal strategic?</b>  Yes  <b>If No go to Section 4</b>  While the proposals are strategic in that they apply to all employees of the Council, they do not have a direct impact on any of the socio-economic characteristics.				

If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:				
	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.	X			
<b>Material Deprivation</b> – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	X			
<b>Area Deprivation</b> – where you live (e.g. rural areas), where you work (e.g. accessibility of transport), see rural proofing guidance	X			
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income	X			
<b>Care experienced people</b>	X			
<b>Carers</b> paid and unpaid including family members	X			
<b>Homelessness</b>	X			
<b>Addictions and substance use</b>	X			
<b>Those involved within the criminal justice system</b>	X			

## 3.4 Armed Forces Covenant Duty (*Education and Housing/ Homelessness proposals only*)

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to the three matters listed below in Education and Housing/ Homelessness matters.

This relates to current and former armed forces personnel (regular or reserve) and their families.

**Is the Armed Forces Covenant Duty applicable?**

**No**

If “Yes”, please complete below

Covenant Duty	How this has been considered and any specific provision made:
<p><b>The unique obligations of, and sacrifices made by, the armed forces;</b></p> <p>The <u>MOD Statutory Guidance</u> gives the following examples:</p> <ul style="list-style-type: none"> <li>• Danger</li> <li>• Geographical Mobility</li> <li>• Separation from Family</li> <li>• Service Law</li> <li>• Unfamiliarity with Civilian Life</li> <li>• Hours of Work</li> <li>• Stress</li> </ul>	

<p><b>The principle that it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the armed forces;</b></p>	
<p><b>The principle that special provision for Service people may be justified by the effects on such people of membership, or former membership, of the armed forces.</b></p>	

## Section 4 Full Integrated Impact Assessment Required

*Select No if you have answered “No” to all of Sections 3.1 – 3.3.*

**No** *(please delete as applicable)*

If yes, please proceed to Stage 2 and complete a full Integrated Impact Assessment

**If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.**

The provisions of the Code are based on the national Code of Conduct for Local Government Employees and are in accordance with the legal obligations of Council Officers.

Any pattern of outcomes from the provisions of the Code will be analysed, although this is more likely to arise indirectly through proceedings under Council policies such as Discipline, Grievance and Dignity & Respect.

The provisions of the Code will be reviewed at least every two years in accordance with the Council's HR Policy Review programme.

<b>Signed by Lead Officer:</b>	<b>Iain Davidson</b>
<b>Designation:</b>	<b>Employee Relations Manager</b>
<b>Date:</b>	<b>10/07/2025</b>
<b>Counter Signature Director:</b>	<b>Clair Hepburn</b>
<b>Date:</b>	<b>11/07/2025</b>