
Integrated Impact Assessment (IIA)

Stage 1 Scoping and Assessing for Relevance

Section 1 Details of the Proposal

A. Title of Proposal: Budget Savings - Review of Training Contracts

B. What is it? A revised Policy/Strategy/Practice

C. Description of the proposal: Upon the conclusion of external training contracts, each will be reviewed to confirm that they deliver optimal value for money and align with the Council's evolving requirements. This review will consider changes in workplace needs, evolving demands and advancements in technology, ensuring that training and learning initiatives remain relevant and effective.

D. Service Area: Learning & Development

Department: People, Performance & Change

E. Lead Officer: Ullrich, Erick

F. Other Officers/Partners involved: (List names, job titles and organisations)

All contracts Ryan Thomas Douglas, Procurement Business Partner SBC Depending on contract type additionally Melanie Hermiston, IT Business Partner Strategic Commissioning & Partnerships SBC Subject Matter Experts from Service

G. Date IIA completed: Date_IIA_Completed

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

No

If yes, - please state here

Section 3 Legislative Requirements

3.1 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).

In considering the impact of your proposal on people with equality characteristics, you should take into account the fact that the Equality Act 2010 covers:

- A. **Elimination of discrimination (both direct & indirect), victimisation and harassment.** (Will the proposal discriminate? Or help eliminate discrimination?)
- B. **Promotion of equality of opportunity?** (Will your proposal help or hinder the Council with this)
- C. **Fostering good relations?** (Will your proposal help to foster or encourage good relations between those who have different equality characteristics?)

Protected Characteristics:

Please describe the potential impacts, and how any negative impacts could be mitigated. Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

Age: Older or younger people or a specific age grouping

02/02/2026 All contracts are procured on the ability of all employees regardless of age have access to training and development to support and equip them better to perform in their jobs and to develop relevant and current skills and perspectives on their work and the workplace. Providers are asked to provide evidence adaptative practices of their training materials and methods to accommodate accessibility needs, ensuring equal, inclusive access. Training must be flexible and delivered in formats and environments suitable for everyone.

Disability: 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.

02/02/2026 The contracts consider and seek to ensure that all colleagues have access to training and development opportunities that are appropriate to their particular abilities and needs, and to ensure that training is accessible to all. Providers are asked to provide evidence adaptative practices of their training materials and methods to accommodate accessibility needs, ensuring equal, inclusive access. Training must be flexible and delivered in formats and environments suitable for everyone.

Sex: Women and men (girls and boys)

02/02/2026 All contracts seek to remove any barriers due to sex in accessing training opportunities

Gender Reassignment: 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.

02/02/2026 The contracts seek to remove any barriers to gender identity / reassignment staff in accessing training through flexibility and by facilitating training in a format and environment which is suitable for all.

Marriage or Civil Partnership: People who are married or in a civil partnership

02/02/2026 Marital / civil status is irrelevant to accessing training contracts

Pregnancy and Maternity: (refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth).

Answer: 02/02/2026 Pregnancy & Maternity status is irrelevant to accessing training contracts however training opportunities are accessible to and all will equally apply to pregnant colleagues. Adapting as required to be flexible and delivered in formats and environments suitable.

Race: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)

02/02/2026 The contracts seek to remove any barriers due to racial characteristics in accessing training opportunities. Cultural differences and sensitivities will be accommodated in training opportunities wherever possible, and remove any unconscious bias from the contract, training and materials.

Religion or Belief: different religious or philosophical beliefs, customs (including atheists and those with no aligned belief) e.g. Christianity, Islam, Hindu, pacifism, vegetarianism, gender critical.

02/02/2026 The contracts seek to remove any barriers due to religion or belief in accessing training opportunities.

Sexual Orientation: e.g. Lesbian, Gay, Bisexual, Heterosexual

02/02/2026 The contracts seek to remove any barriers due to sexual orientation in accessing training opportunities.

3.2 Fairer Scotland Duty

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 strategic 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.

Is the proposal strategic?

Answer: Yes

If No go to Section 4

If Yes, Please describe the potential impacts, and how any negative impacts could be mitigated. Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

Low and/or No Wealth: 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.

02/02/2026 The contract ensures that access to training opportunities are available to all. Where costs/wealth may be relevant (i.e. travel costs, internet access), the contract will seek to include and promote, flexibility in training delivery to accommodate colleagues (for example, by providing access to IT equipment to undertake eLearning, and travel costs can be reclaimed). The contract also seeks to ensure that colleagues are able to access training regardless of where they live (e.g. through online delivery, access to IT to participate in online delivery or elearning, arranging training sessions in localities, etc). Colleagues will have equal access to training opportunities by having this access to training.

Material Deprivation – 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

02/02/2026 The contract ensures that access to training opportunities are available to all. Where costs/wealth may be relevant (i.e. travel costs, internet access), the contract will seek to include and promote, flexibility in training delivery to accommodate colleagues (for example, by providing access to IT equipment to undertake eLearning, and travel costs can be reclaimed). The contract also seeks to ensure that colleagues are able to access training regardless of where they live (e.g. through online delivery, access to IT to participate in online delivery or elearning, arranging training sessions in localities, etc). Colleagues will have equal access to training opportunities by having this access to training.

Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport), see rural proofing guidance

02/02/2026 The contracts will seek to ensure that colleagues are able to access training regardless of where they live (e.g. through online delivery, access to IT to participate in online delivery or elearning, arranging training sessions in localities, etc).

Socio-economic Background – social class i.e. parents' education, employment and income

02/02/2026 The contract ensures that access to training opportunities are available to all. Where costs/wealth may be relevant (i.e. travel costs, internet access), the contract will seek to include and promote, flexibility in training delivery to accommodate colleagues (for example, by providing access to IT equipment to undertake eLearning, and travel costs can be reclaimed). The contract also seeks to ensure that colleagues are able to access training regardless of where they live (e.g. through online delivery, access to IT to participate in online delivery or elearning, arranging training sessions in localities, etc). Colleagues will have equal access to training opportunities by having this access to training.

Care experienced people

Answer: 02/02/2026 The contracts relate to the training of employees only, and not to service users. However, colleagues from these backgrounds will have equal access to training opportunities in the same way as all other employees

Carers paid and unpaid including family members

02/02/2026 The contracts relate to the training of employees only, and not to service users. However, colleagues from these backgrounds will have equal access to training opportunities in the same way as all other employees

Homelessness

02/02/2026 <p>The contracts relate to the training of employees only, and not to service users. However, colleagues from these backgrounds will have equal access to training opportunities in the same way as all other employees</p>

Addictions and substance use

02/02/2026 The contracts relate to the training of employees only, and not to service users.
However, colleagues from these backgrounds will have equal access to training opportunities in the same way as all other employees

Those involved within the criminal justice system

02/02/2026 The contracts relate to the training of employees only, and not to service users.
However, colleagues from these backgrounds will have equal access to training opportunities in the same way as all other employees

3.3 Consumer Duty

This duty places a legal responsibility on Scottish Borders Council (SBC) to have regard to the matters listed below.

This applies to strategic matters so only complete this section if you have marked “Yes” in Section 3.2

How will the proposal impact on users or potential users of the service? E.g. Will the proposal affect the way in which people can access services, will it improve the range of choice accessible to service users, will it improve or hinder access to information for service users?

02/02/2026 The contract ensures that access to training opportunities are available to all. Where costs/wealth may be relevant (i.e. travel costs, internet access), the contract will seek to include and promote, flexibility in training delivery to accommodate colleagues (for example, by providing access to IT equipment to undertake eLearning, and travel costs can be reclaimed). The contract also seeks to ensure that colleagues are able to access training regardless of where they live (e.g. through online delivery, access to IT to participate in online delivery or elearning, arranging training sessions in localities, etc). Colleagues will have equal access to training opportunities by having this access to training.

If there are any negative impacts, do you intend to mitigate these and, if so, how?

02/02/2026 All contracts/tender submissions will be reviewed in line with all SBC equality, diversity and inclusion policies to ensure no bias and prejudice and ensuring accessibility to training opportunities. Where this is not obvious within the contracts/tenders submitted this will be discussed with the potential suppliers of training to ensure they meet the Scottish Border Council policy standards for equality, diversity and inclusion and are included.

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:

For each of the following Covenant Duties, You should cover these two points:

The unique obligations of, and sacrifices made by, the armed forces;

The MOD Statutory Guidance gives the following examples – Link for this can be found here:
[MOD Statutory Guidance](#)

- Danger
- Geographical Mobility
- Separation from Family
- Service Law
- Unfamiliarity with Civilian Life
- Hours of Work
- Stress

How is the proposal impacted by the following principles?

If there are any negative impacts, do you intend to mitigate these and, if so, how?

Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

The principle that it is desirable to remove disadvantages arising for Service people from membership, or former membership, of the armed forces;

How is the proposal impacted by the following principles?

If there are any negative impacts, do you intend to mitigate these and, if so, how?

Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

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.

How is the proposal impacted by the following principles?

If there are any negative impacts, do you intend to mitigate these and, if so, how?

Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

3.5 UN Convention on the Rights of the Child (UNCRC)

Scottish Borders Council (SBC) has a duty not to act, or fail to act, in a manner incompatible with the requirements of the UNCRC.

This only applies to certain matters, where SBC is acting under:

- An Act of the Scottish Parliament.
- Regulations made under an Act of the Scottish Parliament.
- A general (common law) legal duty.

Is the UNCRC Duty applicable?

No

If "Yes", please complete below

If you have answered yes for any of the Articles, please specify whether it is positive, negative or neutral, the nature of the impact, as well as any mitigations put in place if the effect is negative. Some negative impacts may not be capable of mitigation, but the proposal as a whole may still be regarded as a proportionate means of achieving its outcomes.

Which of the General Principles of the UNCRC are engaged?

Non-discrimination (Article 2)

Impact:

Best interests of the child as a primary consideration (Article 3)

Impact:

Right to life, Survival and Development (Article 6)

Impact:

Right to be heard (Article 12)

Impact:

Other:

Impact:

Section 4 Full Integrated Impact Assessment Required

Select No if you have answered "No" to all of Sections 3.1 – 3.5.

No

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

The contracts will be/are clear in their terms and conditions of acceptance before awarded to ensure they are fair to people with all protected characteristics. All contracts will be reviewed and any issues arising addressed during the tendering process to ensure they align with Scottish Border Council policy standards for equality, diversity and inclusion and are included. All contracts will be asked to be adaptive in their practice with regards to training materials and methods to accommodate accessibility needs, ensuring equal, inclusive access. Training must be flexible and delivered in formats and environments suitable for everyone.

Signed by Lead Officer: Ullrich, Erick

Designation: Organisation Development Manager

Date: 02/02/2026

Counter Signature Director: Hepburn, Clair

Date: 02/02/2026