

Equality Impact Assessment (EIA) SUMMARY (Publishing Form)	
Title of Policy/Function/Service:	Disciplinary Procedure
Directorate/Department: Service Director	Chief Executive – Human Resources Clare Hepburn
Names/ Job titles of Assessors	Clare Fraser – External Equality & Diversity Consultant Ian Angus – Human Resources Shared Services Manager Iain Davidson – HR Advisory Team Leader Erick Ullrich - Organisational Development Manager Simone Doyle – Equality & Diversity Officer
Summary of Policy / Service /Function aims:	<p>The aim of this Procedure is to help to maintain the required standards of conduct throughout Scottish Borders Council's ("SBC") activities and to ensure that any disciplinary action is applied consistently and fairly.</p> <p>The Procedure should encourage employees to achieve and maintain standards of behaviour and performance while providing comprehensive information about the process itself and how disciplinary matters should be handled.</p>
Characteristics Impacted: Please note: If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular characteristic	Age x Disability x Gender x Race <input type="checkbox"/> Religion or Belief <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Poverty/Social Exclusion <input type="checkbox"/> Health <input type="checkbox"/>
Summary of key issues arising and decisions made	<p>This Procedure should result in an overall positive impact on all employees as it should maintain high levels of conduct. The Procedure states that harassment can be a form of gross misconduct which demonstrates SBC's commitment to eliminating discrimination.</p> <p>However there are some minor risks of differential treatment as a consequence of application of this Procedure, and some information gaps which will be addressed.</p>
Summary of key recommendations	<p>The below actions will be built into the Policy Improvement Plan. The Plan will include named Officers responsible for taking forward the workload together with a realistic timescale for implementation. Progress on the actions will be monitored.</p> <ul style="list-style-type: none"> • Allow flexibility with regards to accompanying younger staff at hearings • Expressly state that adjustments will be made to this Procedure for staff with a disability • Investigate gender differences in involvement • Consider if prescriptive gender mix on decision making panels is feasible • Cross refer disciplinary information with all categories of

	<p>protected characteristics data</p> <ul style="list-style-type: none"> • Look to consider investigating if there are any gender patterns in conduct issues by contacting other local authorities to see if they have similar correlations in gender and conduct • Continue to gather equality data of employees • Establish a consultation process that is agreed with the JTUC and those involved identified for all HR policies • All HR policies to include accessible format strapline.
<p>Agreed by Service Director</p>	<p>Clare Hepburn Chief Officer Human Resources</p> <p>Date: 31st March 2015</p>

For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:

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