

| <b>Equality Impact Assessment (EIA)<br/>SUMMARY (Publishing Form)</b>                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Title of Policy/Function/Service:</b>                                                                                                                                                                            | <b>Grievance Policy</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Directorate/Department:<br/>Service Director</b>                                                                                                                                                                 | Chief Executive - Human Resources<br>Clair Hepburn                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Names/ Job titles of Assessors</b>                                                                                                                                                                               | Clare Fraser – External Equality & Diversity Consultant<br>Ian Angus – Human Resources Shared Services Manager<br>Iain Davidson – HR Advisory Team Leader<br>Erick Ullrich - Organisational Development Manager<br>Simone Doyle – Equality & Diversity Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Summary of Policy / Service /Function aims:</b>                                                                                                                                                                  | <p>The aim of the procedure is to ensure that employees at Scottish Borders Council (“SBC”) who feel aggrieved about the way they have been treated, either by management or by their colleagues, are given the opportunity to express their views and to have the issues resolved in a fair and speedy manner.</p> <p>The procedure seeks to achieve solutions through appropriate informal methods prior to the use of the formal processes, and is concerned to achieve a mutually acceptable resolution.</p>                                                                                                                                                                                                                                                                      |
| <b>Characteristics Impacted:</b><br><br><b>Please note:</b> 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 x    Religion or Belief <input type="checkbox"/><br><br>Sexual Orientation <input type="checkbox"/> Poverty/Social Exclusion <input type="checkbox"/> Health <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Summary of key issues arising and decisions made</b>                                                                                                                                                             | <p>This Procedure should result in an overall positive impact on all employees as it should ensure that grievances are resolved. The Procedure notes that equal opportunities is a “main issue” in terms of grievances which demonstrates SBC’s commitment to eliminating discrimination and advancing equality.</p> <p>Some actions have been made to ensure that good practice continues to be embedded within the Procedure.</p>                                                                                                                                                                                                                                                                                                                                                   |
| <b>Summary of key recommendations</b>                                                                                                                                                                               | <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"> <li>• Allow flexibility with regards to accompanying younger staff at hearings</li> <li>• Expressly state that adjustments will be made to this Procedure for staff with a disability</li> <li>• Consider if prescriptive gender mix on decision making panels is feasible</li> <li>• Expressly state that adjustments will be made on this procedure for staff whose English is their second language</li> <li>• Establish a consultation process that is agreed with the</li> </ul> |

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|                               | <p>JTUC and those involved identified for all HR policies</p> <ul style="list-style-type: none"><li>• All HR policies to include accessible format strapline.</li><li>• The outcomes of this Policy will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the policy.</li></ul> |
| Agreed by<br>Service Director | <p>Clair Hepburn<br/>Chief Officer Human Resources</p> <p>Date:<br/>2/12/15</p>                                                                                                                                                                                                                                                                                                      |

**For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:  
Equality & Diversity Officer, Strategic Policy Unit, Scottish Borders Council HQ,  
Newtown St Boswells, TD6 0SA.**

**Tel: 01835 824000**