

Equality Impact Assessment (EIA) SUMMARY (Publishing Form)	
Title of Policy/Function/Service:	Job Allocation Policy
Directorate/Department: Service Director	Chief Executive - Human Resources Clair 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:	This Policy details the circumstances in which employees at Scottish Borders Council (the Council) can make job allocation review requests. It outlines the reasons for initiation of such a request, and provides information about the job review process. This Policy also produces the documentation which should be used when significant changes to job content occur.
Characteristics Impacted: Please note: If you leave this section blank you will have decided that your proposed service or function has no impact on that particular characteristic	
Summary of key issues arising and decisions made	The overarching focus on objectivity throughout this Policy should ensure that staff allocation is not related to their protected characteristics. The use of a factor based analytical job evaluation scheme is generally accepted as good practice and suitable as the basis for a fair and transparent pay and grading arrangement. The Policy includes steps to mitigate the risk of discrimination occurring, including training for panel members and a reminder of the importance of fairness and impartiality. The Policy should also advance equality as it should ensure that equal pay is awarded for equal value of work.
Summary of key recommendations	No negative impacts have been identified in this assessment. However, this assessment focuses on qualitative evidence as opposed to quantitative. In order to ensure that no negative impact occurs, the Council will cross refer equality data with job allocation data. This information will be analysed on an annual basis.

	<p>In order to prevent discrimination, the Council should remove personal information from the application documentation to ensure that reviews take place on an anonymous basis.</p> <p>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.</p>
Agreed by Service Director	<p>Clair Hepburn Chief Officer Human Resources</p> <p>Date: 2nd December 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:

Human Resources, Scottish Borders Council Head Quarters,
Old School Building, Newton St Boswells, Melrose. TD6 0SA

Tel 01835 825052/3 (HR reception)
askhr@scotborders.gov.uk