

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Protocol on Councillor's Personal Conduct/Behaviour
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>This Protocol supplements the National Code of Conduct for Councillors and is intended to promote high standards of personal conduct and behaviour within the Council.</p> <p>The principles set out in the Code of Conduct for Councillors are:</p> <ul style="list-style-type: none"> • Duty • Selflessness • Integrity • Objectivity • Accountability & Stewardship • Openness • Honesty • Leadership • Respect <p>In addition the Council has agreed four 'Values' which describe behaviour and how Councillors and employees will act in meeting the Council's objectives and working towards achieving the Council's aim of improving the quality of life for all people in the Scottish Borders.</p> <p>The four values are:</p>

	<p>"Accessibility" convenient, user friendly for all and easy to deal with.</p> <p>"Courtesy" means treating everyone politely and with consideration, respecting the other person's viewpoint even when not sharing it.</p> <p>"Openness" means dealing with people honestly, admitting mistakes and informing people of what we do and the reasons why.</p> <p>"Responsiveness" listening, taking account of all the facts and circumstances, making a decision and informing those affected within an appropriate time scale.</p> <p>This Protocol provides examples of personal conduct/behaviour which will assist Councillors in complying with the principles and values set out above. Examples are also provided of personal conduct/behaviour which are contrary to acceptable standards.</p> <p>There is also a process set out for dealing with complaints against Councillors (informal and formal) by Employees, Directors, the Chief Executive and fellow Councillors.</p>
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3.4	Impact Assessment					
	Equality Characteristic	Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
	All protected characteristics including Age, Disability, Race, Religion/Belief, Sexual Orientation,		X		<p>This Protocol supplements the National Code of Conduct for Councillors. As a caring employer, this Protocol sets out very positive standards of conduct which helps guide Councillors in applying the national code of conduct and which enables employees to have a shared understanding by giving examples of what does and doesn't constitute acceptable behaviour. The Protocol also gives employees, Directors, The Chief Executive and Councillors a route for redress, should they feel a Councillor has breached the Protocol.</p> <p>There is no likelihood that this Protocol will affect people who share protected</p>	

	Gender, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.				<p>characteristics differently from other people.</p> <p>However, in order to assess the effectiveness of the Protocol and to ensure that it no negative impacts become apparent, SBC will monitor equality data relating to complaints/grievances received.</p>
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3.5	Relevance to the Equality Duty in Summary:			
	What impact will your proposal have on the following :			
	Equality Duty	Reasoning:		
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	This Protocol covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the procedures.		
	Promotion of equality of opportunity	Similarly, this Protocol should ultimately promote equality of opportunity as good management practice means treating staff with dignity and respect.		
Foster good relations	While not directly relevant to this part of the Equality Duty, this ethical approach could assist with the fostering of good relations.			

3.6	Recommendations & Mitigation			
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	Characteristic	Mitigation/Recommendation	Approved Yes/No
	General	Council's commitment to equalities is communicated to all	Yes
		Amend Protocol to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix • list of associated policies 	Yes
		Formulate a process to collate, monitor and analysis figures for employees making complaints or taking up of Grievances as in line with Protocol.	Yes
		The outcomes of this Protocol 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 Protocol.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	07/02/17

EIA Completed By			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	25th January 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	25th January 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	25th January 2017