

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Policy on time off for trade union duties, activities and training
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>SBC recognises that Trade Unions have a key role to play in promoting and sustaining positive employee relations and a good/high standard of health and safety practices. Furthermore SBC recognises the important contribution which is made by the Trade Unions and also recognises that Trade Union Representatives and Safety Representatives are entitled to reasonable time off to fulfil their duties and to undertake relevant training</p> <p>The purpose of this policy is to ensure that requests for time off are dealt with in a fair and consistent manner. An underlying principle of this policy is that each request for time off is to be considered in the light of the operational requirements of the service which will take precedence.</p> <p>For the purpose of this policy trade union representatives and Safety Representatives are defined as employees who have been appointed in accordance with the rules of a Trade Union recognised by Scottish Border's Council (SBC) to be a representative of all or some of the union's members in a particular workplace.</p> <p>The Trade Unions recognised by the Council for the purpose of this policy are UNISON, UNITE, GMB, EIS, SSTA, VOICE, NASUWT.</p>

3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
All protected characteristics including Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.	No Impact	Positive Impact	Negative Impact	<p>SBC has a statutory obligation to provide reasonable time off to representatives or Branch Officers of Trade Unions to carry out union duties and attend training. This will assist the conduct of employee relations within SBC. The council supports the role of Trade Unions in representing its employees.</p> <p>Trade Unions represent employees who may need support with equalities related issues within grievance, managing employee performance, bullying/harassment, whistle blowing and managing employee health procedures. Consequently given the context, remit and workings of this policy a full equality impact assessment is not required.</p> <p>However, in this review the policy will be reassessed for continued relevance with the ACAS Code of Practice “Time off for trade union duties and activities” and where necessary adjusted accordingly in order that requests for time off continue to be dealt with in a fair and consistent manner.</p>	
3.5	Recommendations & Mitigation				
Characteristic	Mitigation/Recommendation			Approved Yes/No	
General	Amend policy to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix • Extend scope to include Learning Representatives and amend policy to reflect inclusion accordingly Review the policy in line with ACAS Code of Practice Continue to collate, monitor and analysis the number of union representatives known to be appointed in			Yes Yes Yes	

		accordance with the rules of a Trade Union recognised by the SBC	
		This policy and its associated outcomes will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken.	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	1 st February 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	1 st February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	1 st February 2017