

Equality Impact Assessment

3.1	Title of Proposal:	Guidelines on register of interests				
3.2	Service Area: Department:	Human Resources				
3.3	Description:	<p>Scottish Borders Council (SBC) maintains a Register of Employee Interests as part of its commitment to demonstrate the highest standards of propriety and accountability. The register is consistent with the Seven Principles of Public Life identified by the Nolan Committee as detailed in the Code of Conduct for Employees. In addition the register helps to protect employees against accusations of impropriety.</p> <p>The guidance includes details on responsibilities and how to complete the register. The guidance is especially clear on how to declare or avoid potential conflict and restrictions.</p>				
3.4	Impact Assessment					
Equality Characteristic		Impact			Description	Mitigation & Recommendations
		No Impact	Positive Impact	Negative Impact		
All protected characteristics including Age, Disability, Gender, Race,		X			These guidelines are designed to identify any conflicts of interest in a fair and consistent manner, regardless of the beliefs, needs or other characteristics of SBC's employees. Where an employee's specific circumstances are relevant to the matter being addressed, the requirement for discussion and communication between the employee and the manager will provide	

	Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.				<p>opportunity for those circumstances to be discussed and taken into account.</p> <p>There is no likelihood that these guidelines will affect people who share protected characteristics differently from other people. The documentation used is accessible and in clear and plain English.</p> <p>We do not currently collect data specifically regarding employees who declare interests, therefore in order to assess the effectiveness of these guidelines and in conjunction with the Code of Conduct Policy we will monitor data of the number of employees registering interests.</p>
--	---	--	--	--	--

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.	These guidelines are based on the principles of fairness and are likely to have a positive impact on this aspect of the general duty.
	Promotion of equality of opportunity	Ultimately these guidelines should assist SBC in the promotion of equality of opportunity, as the standards contained within are equitable with good practice such as acting with integrity and respect.
	Foster good relations	The guidelines should not have any impact (positive or negative) on the need to foster good relations . All employees who are required to declare interests or conflicts do so from a business perspective irrespective of their background.

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	General	Council's commitment to equalities is communicated to all	Yes
		Amend guidelines to include: <ul style="list-style-type: none"> • accessible format strapline and version control matrix 	Yes
		Monitor data on the number of employees who have declared interests.	Yes
		The outcomes of these guidelines 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.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Claire Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	19/02/17

EIA Completed By			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	7 th February 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	7 th February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	7 th February 2017