

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Reasonable Adjustments Policy (incorporating supporting guidance for Managers and Employees)
3.1b	What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
3.2	Service Area: Department:	Human Resources Employee Relations
3.3	Description:	<p>The Council aims to create the conditions in which members of staff and applicants for posts within the Council are treated equitably regardless of any disability or health condition so far as is reasonably possible.</p> <p>This policy clarifies the manner in which the Council will comply with its legal obligation to make reasonable adjustments for employees with a disability where appropriate.</p> <p>In addition the Council is a Disability Confident Employer. A key criterion of the assessment for achieving this accreditation is evidencing our commitment to and knowledge of how to offer and make reasonable adjustments.</p> <p>The purpose of this Policy is to put this into practice for new and existing members of staff who have a disability or health condition which may impact upon their work, or whose work may impact upon their disability. The intention is to create a framework for a collaborative dialogue between the member of staff and their line manager (and where appropriate specialist external agencies) to ensure that the member of staff can be effectively supported and that the Council can fulfil its statutory obligations.</p> <p>All information disclosed under this policy will be treated confidentially and with sensitivity, being passed on to other</p>

	colleagues only when this is necessary in order that the Council can appropriately address matters with the potential employee/employee and meet its obligations under equality, employment and health and safety law.
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3.4	Impact Assessment				
	Equality Characteristic	Impact		Description	
		No Impac	Positive Impact		Negative Impact
	All Employees (those employed by the Council including full time, part time and temporary) Gender, Race, Religion/Belief, Sexual Orientation		X		Ultimately, it is noted that this Policy should positively impact on potential employees who declare a disability as well as employees who have a disability (as defined by the Equality Act 2010) or become disabled whilst in the Council's employ. The Policy defines reasonable adjustments reinforced by many examples of the type of adjustments that can be made in the workplace. Roles and responsibilities are clearly set out within the Policy. To further assist in the application of the Policy, supporting guidance for both Managers and Employees is appended to the Policy.
	Age (Older or younger people or a specific age grouping)		X		<p>Workforce data shows that only 10% of employees are aged 16 – 24 years, whilst there are 63% of employees aged over 45. Consequently, there is a relatively high amount of older employees.</p> <p>This has potentially a positive impact on older employees. Older people are more likely to have a health condition or disability which may require a reasonable adjustment. (The 2015 Scottish Health Survey notes the proportion of adults reporting to be in 'very good' or 'good' health declined with age from 88% of those aged 16-24 to 55% of those aged 75 and over).</p> <p>While it is noted that the Policy explicitly makes adjustments for employees with a disability, disability declaration is comparatively low at 2.37%. It is suspected that in actuality more than 2.37% of employees have a disability and it is likely that there is a comparatively higher proportion of older people who have a disability but have not declared it.</p>

<p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>		X	<p>In essence this Policy has been formulated to ensure that potential/employees with a disability or long term health condition that affects their day to day activities will not encounter any detrimental treatment whilst employed by the Council. The Policy clearly sets out ways to mitigate any potential negative impact by making reasonable adjustments thus ensuring that measures are in place to support the employee at work.</p> <p>In addition specific guidance on managing employees with a disability is set out at Appendix 1 of the Attendance Management Policy. This guidance also makes reference to reasonable adjustments where the attendance management procedure is invoked and absence is related to disability.</p> <p>Nevertheless, it is noted that only 2.37% of Council employees have declared that they have a disability. Approximately 42% of employees have not provided information about this protected characteristic. External information from the Scottish Government and the annual population survey indicates that between 10-20% of people in work have a disability.</p>
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3.5	<p>Relevance to the Equality Duty in Summary:</p>	
<p>What impact will your proposal have on the following :</p>		
<p>Equality Duty</p>		<p>Reasoning:</p>
	<p>Elimination of discrimination (both direct & indirect), victimisation and harassment?</p>	<p>Raising awareness of this Policy serves to meet the equality duty of eliminating discrimination and promoting good relations.</p>
	<p>Promotion of equality of opportunity?</p>	<p>The Policy should allow promotion of equality of opportunity as it sets out a clear procedure that is applicable to all potential/employees. In addition the Policy is widely publicised and promoted in order to ensure that all staff are aware of the Policy and its contents.</p>
	<p>Foster good relations?</p>	

3.6	Recommendations & Mitigation		
	Characteristic	Recommendation	Approved Yes/No
	General	HR Case Management Team to support Managers with the practical application of the Policy with specific reference to defining the definitions for Disability and Reasonable Adjustments.	Yes
		Via HR Business Partners monitor the take up of Reasonable Adjustments	Yes
		Extend the Equalities E Learning portfolio to include a Reasonable Adjustments module.	Yes
Review the Policy in two years from the date of publication of the revised Policy (Nov 2017) or as a requirement due to legislative changes		Yes	

EIA Completed By			
Name/Post	Iain Davidson Employee Relations Manager	Service /Directorate.	Human Resources
Name/Post	Simone Doyle Equality & Diversity Officer (HR)		
Name/Post	Emily Elder Student HR	Date:29th Nov 2017	

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Human Resources Service Director	Date:	5 th December 2017