

# Scottish Borders Council

## Equality Impact Assessment

	<b>Title of Proposal:</b>	Job Allocation Policy	
	<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/>	A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>

	<b>Service Area: Department:</b>	Human Resources
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	<b>Description:</b>	<p>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.</p> <p>In terms of a qualitative assessment of the contents of this Policy steps have been put in place to diminish the risk that a person's protected characteristics will have a detrimental impact on their job allocation.</p> <p>This is due to the underpinning theme of job evaluation itself, which focuses on the job as opposed to the person. The Scheme used by the Council for the purposes of job evaluation is an analytical factor based Scheme which is used nationwide. There is no evidence that the factors used within this Scheme favour one group against another, or that there is any form of bias within the Scheme itself.</p> <p>The Policy demonstrates a commitment to the advancement of equality and the avoidance of bias by providing for</p>
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		<p>the following:</p> <ul style="list-style-type: none"> <li>• all panel members must have relevant training in the job allocation process, the Scottish Joint Council (SJC) Job Evaluation Scheme and equality and diversity</li> <li>• panel members will exercise objectivity and independence and consider appeals in a fair and impartial manner based on the facts</li> </ul> <p>The Policy is based on the Single Status Job Evaluation Scheme (Version 3) agreed by COLSA, Trade Unions, and the Equality &amp; Human Rights Commission and has been updated and strengthened to avoid bias on protected groups. Consequently the revised Policy remains current, fit for purpose and adopts the guidance to avoid bias on application of the Scheme with specific reference to language and interpretation of key words, gender, disability and age.</p> <p>Given the nature of the Scheme itself, and the approach contained within the Policy, the risks against discrimination should be alleviated.</p>
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<b>Impact Assessment</b>					
<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>	<b>Mitigation &amp; Recommendations</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>		
<b>Age: Effects on children, young people and older people</b>	X			This Policy includes the documentation which should be used in making an allocation request. One section of the form, Knowledge and Skills, asks applicants for information about the experience necessary to perform the duties of the post. This section explains that "experience" refers to the amount of workplace experience which would be considered necessary to achieve a reasonable level of proficiency in the job. This focus on objectivity should ensure that older people who may have more years' service should not have an advantage over younger members of staff with comparatively less service.	

	<p><b>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</b></p>	<p>X</p>			<p>The application form asks applicants to provide information about the physical environment in which they work. Applicants are asked to consider their predominant physical skills and coordination required for the job, for example, driving, walking or lifting. It is understood that this factor is not heavily weighted with in the overall job score and therefore it is unlikely that this factor will have an adverse impact on staff with a disability.</p> <p>In any event, staff with physical impairments are unlikely to be responsible for roles which involves heavy manual lifting. Furthermore, in the event that staff develops a disability in the course of their employment, the Council will make reasonable adjustments, including, where possible, reallocating job tasks.</p>	
	<p><b>Gender: Effects on Male, Female, Transgender and Transsexual people</b></p>	<p>X</p>			<p>Nationwide use of the SJC has not demonstrated gender bias in either the Scheme itself or the application of the Scheme. It is noted that working environment and physical environment is taken into account, and fewer women employed at the Council work in roles where they are required to use a high level of strength.</p> <p>However, the working conditions include conditions which may occur in stereotypical "female" working environments such as in care homes. Equally, many female staff drive and carry equipment on a regular basis. In any event, the working environment and physical environment factors are not heavily weighted within the overall job allocation.</p> <p>The previous EIA asked us to consider removing the requirement for job holders to include their names on the review forms. Although considered in this review, this was not adopted due to that fact that individuals have right to appeal their grade and need direct communication regarding suppling evidence and outcome. However all posts are evaluated on content and not on ability or who is in post at any given time.</p>	

	<b>Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</b>	X			It is not anticipated that a person's race will have any impact on where their job is allocated in terms of this process.	
	<b>Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)</b>	X			It is not anticipated that a person's religion/belief or lack of religion/belief will have any impact as the Policy applies equally to all employees regardless of this protected characteristic.	
	<b>Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</b>	X			It is not anticipated that a person's sexual orientation will have any impact on where their job is allocated in terms of this process.	

<b>Relevance to the Equality Duty in Summary:</b>	
<b>What impact will your proposal have on the following :</b>	
<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment?</b>	<p>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.</p> <p>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.</p>
<b>Promotion of equality of opportunity?</b>	
<b>Foster good relations?</b>	

<b>Recommendations &amp; Mitigation</b>		
<b>Characteristic</b>	<b>Mitigation/Recommendation</b>	<b>Approved Yes/No</b>
	No negative impacts have been identified in this assessment. In order to ensure that this does not occur in the future the Council will continue cross refer equality data with job allocation data. This information will be analysed on an annual basis.	Yes
	That the policy be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order that the Policy remains relevant and fit for purpose. As a minimum an equalities impact assessment will be carried out every two years.	Yes

<b>EIA Completed By</b>			
Name/Post	Erick Ullrich Organisational Development Manager	Service /Directorate.	Human Resources
Name/Post	Simone Doyle Equality & Diversity Officer (HR)		
		Dates:	20 <sup>th</sup> February 2018

<b>Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)</b>			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Service Director Human Resources	Date:	5 <sup>th</sup> April 2018