

# Scottish Borders Council

## Equality Impact Assessment

<b>Title of Proposal:</b>	Emergency Situations and Adverse Weather – HR Guidance
<b>Service Area:</b> <b>Department:</b>	Human Resources
<b>Is this a new or revised policy?</b>	<p>New <input type="checkbox"/> Revised <input checked="" type="checkbox"/></p> <p>The review of the Policy statement has been undertaken to ensure that it is relevant and remains fit for purpose.</p>
<b>Description:</b>	<p>The purpose of these guidelines is to clarify the position of employees during an emergency situation or adverse weather conditions.</p> <p>The guidelines also cover office/school closures and early finishes for employees and inform of the scheme of payment during such an emergency. Additionally the guidelines makes reference to employee wellbeing, recognising that employees may need additional support during an emergency and for some time after the event. To assist employees the guidelines also includes two frequently asked questions sections. One is for all staff, whilst the latter is specific to Schools/Teachers.</p> <p>The guidelines apply to all employees and should be read in conjunction with supporting information that is referenced throughout the Policy. Providing that employees have access to the internet the information is readily available via the Council website via its Employee pages.</p>

## Impact Assessment

**Note:**

This Policy is not relevant to the General Equality Duty, namely the advancement of equality, elimination of discrimination and promoting good relations. There is no likelihood that this policy will affect people who share protected characteristics differently from other people. As previously stated the purpose of the policy is to inform employees of the procedure when experiencing difficulty in travelling to work due to an emergency or adverse weather conditions. The guidelines are concise and accessible. Consequently for these reasons a full equality impact assessment is not required.

Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
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.	X			As indicated above a full equality impact is not required. However, in line with 'SBC's House Style' the policy has been cosmetically refreshed and reviewed to ensure that it remains fit for purpose and reflects the correct designations for named officers within the Policy.	

## Recommendations & Mitigation

Characteristic	Mitigation/Recommendation	Approved Yes/No
General	The outcomes of this Policy 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

### EIA Completed By

Name	Iain Davidson	Service Area	Human Resources
Post	Employee Relations Manager	Dates	19 <sup>th</sup> March, 20 <sup>th</sup> May, 6 <sup>th</sup> November 2019
Name	Simone Doyle	Service Area.	Human Resources
Post	Equality & Diversity Officer (HR)	Date	19 <sup>th</sup> March, 20 <sup>th</sup> May, 6 <sup>th</sup> November 2019

### Signed Off (Sign off must be completed by Service Manager or Director)

Name:	Clair Hepburn	Directorate:	Human Resources
Post:	Service Director HR and Communications	Date:	6 <sup>th</sup> November 2019