

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<b>Title of Proposal:</b>	Code of Conduct for Employees of Scottish Borders Council
<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
<b>Description of the proposal:</b> (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes (including the context within which it will operate)).	<p>This Code sets out standards of conduct that are expected of employees at Scottish Borders Council (SBC). It applies when acting as an employee or representative of SBC, and employees must also give it due regard if activities outside work have an effect on the interests of SBC.</p> <p>The Code incorporates “The Seven Principles of Public Life” identified by the Nolan Committee on Standards in Public Life, and sets out expectations of the highest standards or personal conduct within and outwith SBC.</p> <p>The review has ensured that the policy and its procedure remains relevant and fit for purpose.</p>
<b>Service Area:</b> <b>Department:</b>	Human Resources
<b>Lead Officer:</b>	Iain Davidson Employee Relations Manager

(Name and job title)	
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	Simone Doyle Equality & Diversity Officer Human Resources
<b>Date(s) IIA completed:</b>	5 <sup>th</sup> July 2019, 23 <sup>rd</sup> January 2020

**2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?**

Yes	No	X
If yes, - please state here:		

**3 Legislative Requirements**

<b>3.1 Relevance to the Equality Duty:</b>	
<p><b>Do you believe your proposal has any relevance under the Equality Act 2010? Yes</b>  <i>(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)</i></p>	
<b>Equality Duty</b>	<b>Reasoning:</b>
<b>Elimination of discrimination (both direct &amp; indirect), victimisation and harassment.</b> <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	There is no evidence that discrimination will take place indeed fairly applied and followed the Code should undoubtedly eliminate discrimination, victimisation or harassment.

<p><b>Promotion of equality of opportunity?</b> (Will your proposal help or hinder the Council with this)</p>	<p>Ultimately this Code should assist the Council in the promotion of equality of opportunity, as the standards contained within are synonymous with good practice in equality and diversity, such as acting with integrity and respect.</p>
<p><b>Foster good relations?</b> (Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</p>	<p>Again, the ethical approach in the Code should assist with the fostering of good relations.</p>

<p><b>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)</b></p>				
<p>Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups, this proposal may have and how you know this.</p>				
	<b>Impact</b>			<b>Please explain the potential impacts and how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<p><b>Age</b> Older or younger people or a specific age grouping</p>		X		<p>To avoid repetition all of the protected characteristics are considered in this response.</p> <p>There is nothing substantive in the Code itself that would detrimentally affect people on the grounds of their protected characteristic.</p> <p>The behaviour required of employees in terms of the Code should lead to a positive impact for all protected groups.</p>
<p><b>Disability</b> e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p>				
<p><b>Gender Reassignment Trans/Transgender Identity</b> anybody whose gender identity or gender expression is different to the sex assigned to them at birth</p>				
<p><b>Marriage or Civil Partnership</b> people who are married or in a civil partnership</p>				
<p><b>Pregnancy and Maternity</b> (Pregnancy is the condition of being pregnant/expecting a baby. Maternity refers to the period after the birth, and</p>				



**If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:**

	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
<b>Low and/or No Wealth</b> – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.				
<b>Material Deprivation</b> – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies				
<b>Area Deprivation</b> – where you live (rural areas), where you work (accessibility of transport)				
<b>Socio-economic Background</b> – social class i.e. parents' education, employment and income				
<b>Looked after and accommodated children and young people</b>				
<b>Carers</b> paid and unpaid including family members				
<b>Homelessness</b>				
<b>Addictions and substance use</b>				
<b>Those involved within the criminal justice system</b>				

#### 4 Full Integrated Impact Assessment Required

*Tick No if you have answered "No" to all of Sections 3.1 – 3.3.*

Yes

No

**If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.**

This is a review of the existing Code of Conduct.

The Code and Procedure provides a mechanism to enable employees to raise genuine and legitimate concerns about behaviour which is dangerous, fraudulent or otherwise illegal, improper, unethical, or which is otherwise in conflict with the principles or the spirit of the Code of Conduct. Consequently, this assessment has been conducted to ensure that the Code of Conduct remains relevant and fit for purpose.

The Code provides clear guidance about employees' rights and responsibilities at work and sets the standards that are expected as a Council employee. It incorporates "The Seven Principles of Public Life" identified by the Nolan Committee on Standards in Public Life.

The Code will be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order to ensure that the Policy and Procedure remain relevant and fit for purpose. As a minimum an Integrated Impact Assessment will be carried out every two years.

<b>Signed by Lead Officer:</b>	Iain Davidson
<b>Designation:</b>	Employee Relations Manager
<b>Date:</b>	23 <sup>rd</sup> January 2020

**Counter Signature Service Director**

Clair Hepburn

**Date:**

7<sup>th</sup> February 2020