

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Guidelines for Employees
What is it?	A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/>
Description of the proposal: (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).)	These guidelines acknowledge that SBC's employees are its greatest asset and as such sets out what employees can expect whilst in SBC's employ and equally what SBC can expect from its employees. The guidelines apply to all employees and should be read in conjunction with the Council's Code of Conduct.
Service Area: Department:	Human Resources
Lead Officer: (Name and job title)	Iain Davidson Employee Relations Manager
Other Officers/Partners involved: (List names, job titles and organisations)	Simone Doyle HR Equality & Diversity Officer

Date(s) IIA completed:	19 th February 2020
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2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?

Yes
<p>If yes, - please state here:</p> <p>These guidelines should be read in conjunction with the following HR policies :</p> <ul style="list-style-type: none"> • Code of Conduct • Dignity and Respect Policy • Equality, Diversity and Human Rights Policy • Induction Checklists

3 Legislative Requirements

3.1 Relevance to the Equality Duty:	
<p>Do you believe your proposal has any relevance under the Equality Act 2010? <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>	
Equality Duty	Reasoning:
<p>Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i></p>	<p>This guidance covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It</p>

<p>Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i></p>	<p>seeks to ensure that there are no barriers to anyone accessing and making use of the guidance.</p>
<p>Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></p>	<p>Similarly, these guidelines should ultimately promote equality of opportunity as compliance with the guidance should result in treating staff and others with dignity and respect.</p> <p>While not directly relevant to this part of the Equality Duty, this principled approach could assist with the fostering of good relations.</p>

<p>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)</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>				
	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
<p>All characteristics including: Age, Disability, Gender, Race, Religion/Belief, Pregnancy and Maternity, Sexual orientation and Gender Reassignment</p>		<p>X</p>		<p>These guidelines are intended to ensure fair treatment for all employees of SBC regardless of their protected characteristics by giving guidance to all employees about their expected behaviour.</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>Any complaint by an employee that these guidelines have been breached or allegation that an employee is in breach of these guidelines is dealt with under the grievance or disciplinary policies.</p>

				Equality data concerning the use of the grievance and disciplinary policies is monitored.
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3.3 Fairer Scotland Duty

This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making strategic decisions.

The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.

Is the proposal strategic?

No *(please delete as applicable)*

If No go to Section 3.4

Given the context of these guidelines it is deemed that these guidelines is not relevant to the Fairer Scotland Duty.

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	
Low and/or No Wealth – 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.				
Material Deprivation – 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				
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)				
Socio-economic Background – social class i.e. parents' education, employment and income				
Looked after and accommodated children and young people				
Carers paid and unpaid including family members				
Homelessness				
Addictions and substance use				
Those involved within the criminal justice system				

4 Full Integrated Impact Assessment Required

Select No if you have answered “No” to all of Sections 3.1 – 3.3.

No (please delete as applicable)

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

Whilst these are corporate guidelines it is deemed that the Guidelines are not relevant to the Fairer Scotland Duty. Furthermore the guidelines sets out what employees can expect whilst in SBC's employ and equally what SBC can expect from its employees.

There is no likelihood that these guidelines will affect people who share protected characteristics differently from other people. Additionally the information contained within the guidelines is written in a clear format and easily accessible.

The reviewed guidelines will be cross checked against the HR Policies mentioned earlier in this assessment to ensure that they are consistent with and reflect what is expected of employees whilst in the employ of SBC. Moreover in order to ensure that the guidelines remain relevant and fit for purpose they will be reviewed at least every two years or if there is any change in employment requirements.

Signed by Lead Officer:	Iain Davidson
Designation:	Employment Relations Manager
Date:	19 th February 2020
Counter Signature Service Director	Clair Hepburn
Date:	26 th February 2020