

Integrated Impact Assessment (IIA)

Part 1 Scoping

Details of the Proposal

Title of Proposal:	Guidelines On Temporary Appointments / Acting Up Arrangements / Secondments
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).	<p>These Guidelines provide a procedure for managers who are involved in the recruitment of employees (and/or applicants) in the scope of temporary appointments, acting up arrangements and secondments.</p> <p>This procedure is relevant whether the employee is permanent or temporary, full time or part time and applies to all employees, with the exception of the Chief Executive. Teachers are also included with the exception of the circumstances of compulsory transfer for which a separate procedure exists.</p> <p>It should be noted that this assessment considers the recruitment to temporary appointments, acting up arrangements and secondments only. The Recruitment</p>

	and Selection Policy has been assessed independently, the findings of which are published separately.
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:	30th & 31st March 2020

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

Yes/No
If yes, - please state here:
These guidelines should be read in conjunction with the Guidelines of Continuous Service Policy and are associated with the Recruitment & Selection Policy and Procedures.

3 Legislative Requirements

3.1 Relevance to the Equality Duty:
Do you believe your proposal has any relevance under the Equality Act 2010?

(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.)

Equality Duty	Reasoning:
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i>	The purpose of the guidelines is to set out a procedure for recruiting employees on a temporary basis, acting up or on a secondment basis.
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	The procedure is relevant irrespective of an employee’s protected characteristic. Nevertheless the procedure if followed in a fair and consistent way should assist with the elimination of discrimination, and the fostering of good relations as there is no facility for any group to assume superiority.
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>	These guidelines are highly relevant in terms of SBC’s commitment to advancing equality. The guidelines aim to create conditions in which applicants and members of staff are treated fairly regardless of protected characteristic

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)

Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.

	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	

<p>All of the protected characteristics including Age, Disability, Gender Reassignment Trans/Transgender, Marriage/Civil Partnership, Pregnancy/Maternity, Race, Religion or Belief, Sex, Sexual Orientation</p>		<p>X</p>		<p>This assessment indicates a positive impact for all employees/applicants regardless of their protected characteristic.</p> <p>The guidelines state the conditions in which employees and applicants can apply for employment with regards to temporary appointments, acting up and secondment arrangements.</p> <p>The operational aspects within SBC for this procedure are that all applicants/employees should be treated fairly regardless of their protected characteristic. Additionally the procedure, applied consistently, will ensure that high standards of professional recruitment practices are promoted and maintained throughout SBC, and that selection is fair, objective and based solely on merit.</p>
<p>3.3 Fairer Scotland Duty</p> <p>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 <u>strategic</u> decisions.</p> <p>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.</p>				
<p>Is the proposal strategic?</p> <p>No (<i>please delete as applicable</i>). Whilst these guidelines are corporate it is deemed that these are not relevant to the Fairer Scotland Duty.</p> <p>If No go to Section 3.4</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	
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.

~~Yes~~ / **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.

As stated earlier these guidelines are highly relevant to SBC’s commitment to advancing equality and eliminating discrimination. The guidelines create the conditions in which applicants and members of staff within SBC are treated fairly regardless of their protected characteristic. This will ensure that high standards of professional recruitment practices are promoted and maintained throughout SBC, and that selection is fair, objective and based solely on merit.

Additionally, staff who are involved in the Recruitment and Selection process all undergo equality training this further ensures a fair and consistent application of the process.

Furthermore, the guidelines and its processes will be revised at least every two years in order to ensure that they remain relevant and fit for purpose.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	31 st March 2020
Counter Signature Service Director	Clair Hepburn
Date:	31 st March 2020