

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

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| Title of Proposal: | Employee Code of Conduct incorporating Guidelines on the Register of Interests |
| What is it? | A revised Policy/Strategy/Practice <input 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>The Code of Conduct 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 in their personal life.</p> <p>The Code is framed around “The Seven Principles of Public Life” identified by the Nolan Committee on Standards in Public Life.</p> <p>SBC maintains a Register of Employee Interests as part of its commitment to demonstrate the highest standards of propriety and accountability. The register is consistent with the Seven Principles of Public Life identified by the Nolan Committee as detailed in the Code of Conduct for Employees. In addition the register</p> |

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| | <p>will help to protect employees against accusations of impropriety.</p> <p>The guidelines sets out a clear procedure for when the register should be completed together with examples of the types of interests that need to be recorded.</p> <p>Given the similarities in the subject matter this assessment covers both the Employee Code of Conduct and the Guidelines on the Register of Interest.</p> |
| 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 Equality & Diversity Officer |
| Date(s) IIA completed: | 7 th 8 th 13 th September 2021, 20 th January 2022 |

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

Yes.

Register of Interest

- Code of Conduct plus the below policies indicating*

Employee Code of Conduct: This policy is associated to the following key policies/guidelines and where applicable should be crossed referenced to gain further detail:

- Dignity and Respect Policy
- Disciplinary Procedures for Misconduct*
- Equality Diversity and Human Rights Policy
- Guidelines for Employees*
- Guidelines for Managers*
- Guidelines on Conducting Investigations
- Grievance Policy and Procedure
- Financial Regulations and Standing Orders
- Media Relations Protocol
- Politically Restricted Posts - guidance
- Protocol on Councillor's Personal Conduct – Behaviour*
- Recruitment and Selection Policy
- Register of Interest
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3 Legislative Requirements

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| 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>Both the Code of Conduct and Register of Interests clearly set out procedures that should be followed where applicable. The procedures apply to all employees regardless of their protected characteristic and are accessible to all.</p> <p>The requirements of the Code of Conduct that employees act in a fair and transparent manner assist in the elimination of discrimination, victimisation and harassment.</p> |
| <p>Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i></p> | <p>Ultimately this Code should assist SBC in the promotion of equality of opportunity, as the standards contained within are clearly associated with good practice in equality and diversity, such as acting with integrity and respect.</p> <p>There is also a specific section in the Code of Conduct on appointments which stipulates that all Council appointments must be made on merit.</p> <p>This promotes equality of opportunity.</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>The ethical approach in the Code should assist with the fostering of good relations.</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) | | | | |
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| 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 | |
| Age Older or younger people or a specific age grouping | | X | | <p>There is nothing substantive in either procedure that would detrimentally impact on these protected characteristics.</p> <p>The requirements in the Code of Conduct to act in a fair, honest, accountable and objective manner will have a potentially positive effect on members of these equality groups who feel marginalised.</p> |
| Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring | | X | | |
| Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth | | X | | |
| Marriage or Civil Partnership people who are married or in a civil partnership | | X | | |
| Pregnancy and Maternity (refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth), | | X | | |
| Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers) | | X | | <p>In carrying out this assessment it is acknowledged that there can be different cultural expectations of acceptable behaviour. This is taken into account in the Code of Conduct.</p> <p>The requirements in the Code of Conduct to act in a fair, honest, accountable and objective manner will have</p> |

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| | | | | a potentially positive effect on members of these race groups who feel marginalised |
| Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief) | | X | | There is nothing substantive in either procedure that would detrimentally impact on these protected characteristics. The requirements in the Code of Conduct to act in a fair, honest, accountable and objective manner will have a potentially positive effect on members of these equality groups who feel marginalised. |
| Sex women and men (girls and boys) | | X | | |
| Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual | | X | | |
| 3.3 Fairer Scotland Duty <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> | | | | |
| Is the proposal strategic? <p>Whilst both procedures are Corporate they are not deemed relevant to the Fairer Scotland Duty. This is due to the fact that the consideration of the below factors is more focused on SBC as a service provider as opposed to an employer.</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 | | | | |

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| 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 | | | | |

Both procedures are internal aimed at setting out the required behaviours of SBC's employees. Additionally the procedures are written clearly, and will be widely publicised and promoted in order to ensure that all staff are aware what is expected on them whilst employed by SBC.

It is further recommended that both procedures are reviewed at least every two years from the date of publication in order to ensure that they remain effective and fit for purpose.

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| Signed by Lead Officer: | Iain Davidson |
| Designation: | Employee Relations Manager |
| Date: | 20th January 2022 |
| Counter Signature Director | Clair Hepburn |
| Date: | 24/01/2022 |