

## Integrated Impact Assessment (IIA)

### Part 1 Scoping

#### 1 Details of the Proposal

<p><b>Title of Proposal:</b></p>	<p>Guidelines for Line Managers</p>
<p><b>What is it?</b></p>	<p>A new Policy/Strategy/Practice <input type="checkbox"/></p> <p>A revised Policy/Strategy/Practice <input checked="" type="checkbox"/></p>
<p><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>	<p>These Guidelines for Line Managers outline the main responsibilities for employees who are managers at SBC.</p> <p>The Guidelines provide information about general good practice in line management and are to be used in conjunction with the complete range of HR Policies, Procedures and Guidelines.</p> <p>The Guidelines are divided into nine main themes. Each Theme is explained in detail with information on how the theme can be embedded in practice.</p> <p>The overall aim of the Guidelines is to ensure that line managers at SBC are fair, consistent, proactive and that their management of staff involves good practice.</p>

<b>Service Area: Department:</b>	Human Resources
<b>Lead Officer:</b> (Name and job title)	Iain Davidson Employee Relations Manager
<b>Other Officers/Partners involved:</b> (List names, job titles and organisations)	
<b>Date(s) IIA completed:</b>	17 May 2022

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

<b>Yes</b>
<p><b>If yes, - please state here:</b></p> <p>The Guidelines provide information about general good practice in line management and are to be used in conjunction with the complete range of HR Policies, Procedures and Guidelines.</p>

**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?</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>	This assessment anticipates that these Guidelines will assist in the elimination of discrimination as the practices contained within should reduce the risk of discrimination happening.
<b>Promotion of equality of opportunity?</b> <i>(Will your proposal help or hinder the Council with this)</i>	Similarly, these Guidelines should ultimately promote equality of opportunity as good management practice means treating staff with dignity and respect and enabling them to reach their full potential..
<b>Foster good relations?</b> <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>	The Guidelines recognise the importance of diversity and the creation of a culture of mutual trust and respect, which will help foster good relations.

<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>				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	<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>	
All of the protected characteristics including: Age Disability, Gender Reassignment/ Transgender Identity, Race, Religion/belief, Sex and Sexual Orientation		X		It is deemed that these Guidelines will have a positive impact on all employees of SBC. The guidelines instruct managers to value and respect individual differences and to encourage varied approaches.  The guidelines also refer to an individual approach which will include making reasonable adjustments. Managers are reminded of the importance of treating their team(s) fairly and dealing swiftly with inappropriate behaviour.

<p><b>3.3 Fairer Scotland Duty</b></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><b>Is the proposal strategic?</b></p> <p>No</p> <p><b>If No go to Section 3.4</b></p> <p>This assessment is of an internal document the sole purpose of which is to outline the main responsibilities of employees in the role of line manager within Scottish Borders Council. It is therefore deemed that these guidelines are not relevant to the Fairer Scotland Duty.</p>				
<p><b>If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:</b></p>				
	<b>Impact</b>			<b>State here how you know this</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>	
<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 (e.g. rural areas), where you work (e.g. 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

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

**No.**

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

The impact of these guidelines are be positive. Managers following these guidelines will greatly reduce the risk of discrimination, harassment or victimisation for all employees of SBC. In order to ensure that the guidelines remain relative and fit for purpose it is proposed that these guidelines are reviewed at least every two years in accordance with the Council’s HR Policy Review Programme.

<b>Signed by Lead Officer:</b>	Iain Davidson
<b>Designation:</b>	Employee Relations Manager
<b>Date:</b>	17 <sup>th</sup> May 2022
<b>Counter Signature Director</b>	Clair Hepburn
<b>Date:</b>	17/05/2022