

Equality Impact Assessment (EIA) SUMMARY (Publishing Form)	
Title of Policy/Function/Service:	Managing Poor Performance
Directorate/Department: Service Director	Chief Executive - Human Resources Clair Hepburn
Names/ Job titles of Assessors	Clare Fraser – External Equality & Diversity Consultant Ian Angus – Human Resources Shared Services Manager Iain Davidson – HR Advisory Team Leader Erick Ullrich - Organisational Development Manager Simone Doyle – Equality & Diversity Officer
Summary of Policy / Service /Function aims:	The explicit aim of this Policy is to support employees who are required to improve their work performance to an acceptable level. The Policy provides guidelines on what managers should do by way of early, informal intervention or action to address poor performance. The Policy aims to avoid the use of formal disciplinary procedures by supporting staff in improving performance.
Characteristics Impacted: Please note: If you leave any box blank in this section you will have decided that your proposed service or function has no impact on that particular characteristic	Age x Disability x Gender x Race x Religion or Belief x Sexual Orientation x Poverty/Social Exclusion x Health x
Summary of key issues arising and decisions made	This Policy should result in an overall positive impact on equality groups as it aims to support employees who are having performance issues. It should enable a better understanding of external factors which can impact on performance. Steps have been put in place to mitigate any risk of discrimination or unfair application of this Policy.
Summary of key recommendations	No negative impacts have been identified in this assessment. However, in order to further advance equality, as well as to mainstream good practice, the Council will: <ul style="list-style-type: none"> • monitor any grievances raised about application of this Policy; • monitor disciplinary actions invoked following the use of this Policy; and • ensure that managers continue to receive equality and diversity training. • Amend the policy in order that it references the Equality Act

	<p>2010</p> <ul style="list-style-type: none">• Include accessible format strapline and version control• Review the Policy at least every two years.
Agreed by Service Director	<p>Clare Hepburn Chief Officer Human Resources</p> <p>Date: 2nd December 2015</p>

**For further information, a copy of the full assessment or if you require this information in an alternative format or language please contact:
Equality & Diversity Officer, Strategic Policy Unit, Scottish Borders Council HQ,
Newtown St Boswells, TD6 0SA.**

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