

Scottish Borders Council

Equality Impact Assessment

3.1	Title of Proposal:	Induction guidelines Managers and Employees
3.2	Service Area: Department:	Human Resources
3.3	Description:	<p>All employees taking up new posts , whatever the nature or duration of their employment will receive a full induction programme varied to meet individual circumstances and needs.</p> <p>Induction will include information about the job, the work team and service, conditions of employment, policies and procedures, health & safety, dignity and respect in the workplace and the Council and its Services. The aim of the guidance is to help new employees settle into their new post as quickly as possible and to enable them to make an early contribution to delivering SBC (The Council) services.</p> <p>To ensure that induction is carried out in a consistent manner two specific sets of guidance have been developed., one for managers the other for employees. In essence each set of guidance reflects the other. The guidance includes checklists summarising the information and activities that should be undertaken on joining SBC from day one and then weeks 1 – 4.</p>

3.4	Impact Assessment				
Equality Characteristic	Impact			Description	Mitigation & Recommendations
	No Impact	Positive Impact	Negative Impact		
All protected characteristics including Age, Disability, Gender, Race, Religion/Belief, Pregnancy/Maternity, Sexual Orientation, Gender Reassignment, and associated equality themes including Carers, Poverty and Employees.	X			<p>There is deemed to be no impact.</p> <p>These guidelines are intended to ensure fair treatment for all employees of SBC regardless of their protected characteristic by providing guidance to managers and employees whilst being inducted into SBC.</p> <p>The Council recognises that certain groups may have special needs during induction, e.g. young people, including school and college leavers, women returners, those who have been long term employed, and those who share protected characteristics. The Council will therefore meet the general needs of these groups and the specific requirements of individuals with them.</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 complaints 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> <p>Equality data concerning the use of the grievance and disciplinary policies is monitored.</p>	

3.5	Relevance to the Equality Duty in Summary:	
	What impact will your proposal have on the following :	
	Equality Duty	Reasoning:
	Elimination of discrimination (both direct & indirect), victimisation and harassment.	These guidelines are intended to ensure fair treatment for all employees of SBC regardless of their protected characteristic by providing guidance to managers and employees whilst being inducted into SBC. It seeks to ensure that there are no barriers to anyone accessing and making use of the guidance.
	Promotion of equality of opportunity	Similarly these guidelines should ultimately promote equality of opportunity as compliance with the guidelines should result in treating staff and each other with dignity and respect.
	Foster good relations	While not directly relevant to this part of the Equality Duty, this ethical approach could assist with the fostering of good relations.

3.6	Recommendations & Mitigation		
	Characteristic	Mitigation/Recommendation	Approved Yes/No
	General	Council's commitment to equalities is communicated to all	Yes
		Review content throughout to reflect SBC working practices	Yes
		In view of the fact that induction is viewed as the last stage of the recruitment policy, a section will be added to the Recruitment and Selection policy setting out a manager's obligations and the employee's rights and obligations in respect of induction. These guidelines will become appendices to the Recruitment and Selection policy and procedure.	Yes
		Continue to monitor equality data concerning the use of the grievance and disciplinary policies	Yes
		The outcomes of this guidance will be reviewed at least every two years. If any trends emerge these will be analysed and appropriate steps taken, potentially including a full review of the guidance.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Chief Officer Human Resources	Date:	21/02/17

EIA Completed By			
Name	Iain Davidson	Service Area.	Chief Executive - Human Resources
Post	Employee Relations Manager	Date	13 th February 2017
Name	Simone Doyle	Service Area	Chief Executive - Human Resources
Post	Equality & Diversity Officer (HR)	Date	13 th February 2017
Name	Dee Maclean	Service Area	Chief Executive - Human Resources
Post	HR Business Partner	Date	13 th February 2017