

**Scottish Borders Council
Equality and Diversity Impact Assessment Guidance**

**Part 1 Initial Assessment
Step 1 – Preparation**

Lead Officer:	Iain Davidson
Directorate:	Chief Executive
Service:	Human Resources
Name of Policy, Strategy or Service:	Relocation Policy
Is this a new or existing Policy/Strategy or Service New <input type="radio"/> Existing <input type="radio"/>	Existing
Members of EIA Group (Name and Title):	Clare Fraser – External Equality & Diversity Consultant Iain Angus – Human Resources Shared Services Manager Iain Davidson – HR Advisory Team Leader Erick Ullrich - Organisational Development Manager Simone Doyle – Equality & Diversity Officer (HR)
Dates of assessment:	Initial 30th March 2015 Finalised 2 nd December 2015

**Scottish Borders Council
Equalities Scoping Assessment**

1. Policy Details

Title: Scheme for Reimbursement of Relocation Expenses

Which communities, groups of people, employees or thematic groups do you think will be, or potentially could be, impacted upon by the implementation of this policy?

1. Who does the proposed piece of work/policy/proposal affect?			
Staff/Potential employees	Service Users/Carers	Communities/Voluntary Groups	Public
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. What are the aims and objectives of the work/policy/proposal being assessed?

The aim of this Scheme is to provide financial assistance to new employees who are obliged to move home in order to take up an appointment with Scottish Borders Council.

		Yes	No
3.	Will the proposal have any impact on equality of opportunity, discrimination between groups or relations between groups?		✓
4.	Is the proposal controversial in any way in terms of equality and diversity (including media, academic, voluntary or sector specific interest)?		✓
5.	Will the workforce or users of the service be disadvantaged as a result of the proposed work?		✓
6.	Is there doubt about answers to any of the above questions (e.g. there is not enough information to draw a conclusion)?		✓

If the answer to any of the above questions is yes or you are unsure of your answers to any of the above a full impact assessment is recommended.

7.	Given the above statement, do you recommend a full impact assessment is completed?		✓
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8.	<p>If a full impact assessment is not required briefly explain why and provide evidence for the decision.</p> <p>This Scheme is not relevant to the General Equality Duty, namely the advancement of equality, elimination of discrimination and promoting good relations. There is no likelihood that this Scheme will affect people who share protected characteristics differently from other people. The eligibility criteria which is used in the Scheme is objective and the entitlement limits are fixed. The documentation used is accessible and in clear and plain English. Therefore a full assessment is not required. However, in order to assess the effectiveness of this Policy, the Council will monitor equality data relating to complaints/grievances raised about the application of this Policy.</p> <p>Possible further actions include:</p> <ul style="list-style-type: none"> • Amending policy in order that it references the Equality Act 2010 • Including an accessible format strapline and version control template 		

Completed By:

Name Head of Service	Clair Hepburn Chief Officer Human Resources
Date	2/12/15

For your records, keep one copy of this Equality Scoping Assessment form and send an electronic copy plus any supporting documentation to evidence your decision to simone.doyle@scotborders.gov.uk