

Scottish Borders Council

Equality Impact Assessment

1.1	Title of Proposal:	Work Opportunities Scheme Policy
1.2	Service Area: Department:	Human Resources
1.3	Description:	<p>Scottish Borders Council's (SBC) Work Opportunities Scheme is designed to offer work opportunities, with appropriate support if required, within SBC to improve the employment prospects of those furthest from the labour market including, young people, care leavers, people with mental health issues, those with disabilities or long term health conditions.</p> <p>This policy sets out the potential opportunities, both paid and unpaid, within SBC for work experience and job taster sessions, work placements (including industrial/academic placements), apprenticeships and traineeships, seasonal employment opportunities, paid work, graduate opportunities and Internships. All of the above can be with or without support depending on what is appropriate.</p>

Summary Note:

Whilst undertaking this assessment, many positive impacts have been identified.

The policy is an internal policy within SBC and is all encompassing, designed to improve the employment prospects of those furthest from the labour market including those who have self-identified with an equality characteristic as well as care leavers and people living in poverty. The Policy is fairly applied and readily available. The very essence of the Policy is to provide equality of opportunity and in doing so it facilitates the fostering of good relations as the 'disadvantaged groups' are seen as an equal both in employment and by contributing to the Scottish Borders economy. Where impacts are particular to a protected characteristic these are indicated below.

3.4	Impact Assessment			
Equality Characteristic	Impact			Description
	No Impact	Positive Impact	Negative Impact	
Age (Older or younger people or a specific age grouping)		Yes		Modern Apprenticeship and Stage 3 work experiences - the impact on young people (16-24 years of age) is positive as the policy is aimed at this age group. The main focus of the policy is to offer opportunities of employment to young people.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring		Yes		SBC is a Disability Confident Employer. A key criterion of the assessment for achieving this accreditation is addressing negative perceptions and attitudes, which are often the key barriers when seeking employment. The accreditation also strengthens our approach: <ul style="list-style-type: none"> • To interviewing all disabled applicants who meet the minimum criteria for a job vacancy and consider them on their abilities • Ensuring that there is a mechanism in place to discuss at any time, but at least once a year, with disabled employees what can be done to make sure they can develop and use their abilities • Retaining people who become disabled. To make every effort when employees become disabled to make sure they stay in employment
Gender		Yes		Monitoring of the scheme has identified that the take up of roles has increased year on year. It is pleasing to report that for this year we currently have 45 Modern Apprentices 23 of whom are Female.
Employees (those employed by the Council including full time, part time and temporary)			Low	A percentage of SBC's entry level job vacancies will be made available to the Employment Support Service prior to going on general release. The Employment Support Service must respond to the vacancy as a priority, either positively so that a priority interview can be arranged or negatively so that normal advertising can be triggered. Anyone interested in such roles must be able to satisfy the essential criteria of the post. This opportunity works in a way that is very similar to the Council's redeployment process. Ultimately this may well mean a potential negative impact for existing temporary employees as they will not be considered as the first opportunity.

	Poverty (people who are on a low income including benefits claimants, people experiencing fuel poverty, isolated rural communities etc)		Yes		The policy will lead to an increase in disadvantaged groups being offered paid work within SBC therefore enhancing their prospects of moving out of poverty.
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3.5	Relevance to the Equality Duty in Summary:				
<p style="text-align: center;">What impact will your proposal have on the following :</p>					
Equality Duty			Reasoning:		
Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will proposal discriminate? Or help eliminate discrimination?)</i>			Raising awareness of this Policy serves to meet the equality duty of eliminating discrimination and promoting good relations. The Policy should allow promotion of equality of opportunity as it sets out a clear procedure that aids the most disadvantaged groups in society. In addition the Policy is widely publicised and promoted in order to ensure that all staff are aware of the Policy and its contents.		
Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i>					
Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i>					

3.6	Recommendations & Mitigation Please summaries all recommendations and mitigations for approval by the decision makers who will approve your proposal				
Characteristic		Mitigation/Recommendation			Approved

			Yes/No
		This review of the policy has indicated that there are many positive impacts. Working closely with Human Resources and recruiting Managers there is an awareness of the types of opportunities available. It is recommended that this practice continues together with regular monitoring of the take up and promotion of opportunities of the scheme to ensure that an upward trend in recruitment continues	Yes
		Review the Policy in two years from the date of publication of the revised Policy (Dec 2017) or as a requirement due to changes to the funding regime or legislative changes.	Yes

Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)			
Name:	Clair Hepburn	Directorate:	Chief Executives
Post:	Service Director HR	Date:	16 th January 2017

EIA Completed By			
Name	Bruce Brodie - Employment Support Service Manager Alasdair Scott -Senior Employment Development Officer	Service Area Dates.	Place 26 th October, 2017 29 th November 2017 & 9 th February 2018
Name	Iain Davidson - Employee Relations Manager Simone Doyle- Equality & Diversity Officer (HR)	Service Area.	Human Resources 26 th October, 2017 29 th November 2017 & 9 th February 2018