

# Scottish Borders Council

## Equality Impact Assessment

	<b>Title of Proposal:</b>	Retention and Redeployment Policy
	<b>What is it?</b>	A new Policy/Strategy/Practice <input type="checkbox"/> <span style="margin-left: 200px;">A revised Policy/Strategy/Practice <input checked="" type="checkbox"/></span>
3.2	<b>Service Area: Department:</b>	Human Resources
3.3	<b>Description:</b>	<p>The overall aim of this Policy is retain employees with valuable skills and experience, who demonstrate appropriate aptitudes. It also aims to meet Scottish Borders Council's (the Council) legal obligations, including offering suitable alternative employment to employees at risk of redundancy.</p> <p>The Policy outlines the Council's approach to the redeployment of staff and provides guidelines on the treatment of staff that are at risk of redundancy, or where individual circumstances mean it is appropriate to consider them for another role. The Policy also sets out to ensure that all staff subject to redeployment are treated in a fair, consistent and transparent manner, consistent with the Council's obligations under the Equality Act 2010, and in particular in respect of employees with disabilities or ill health.</p> <p>Whilst this equality impact assessment considers each individual protected characteristic in terms of the Equality Act 2010 it should be noted that the practices and processes included within this Policy aim to</p>

	positively impact on all of the equality groups as set out below. In addition the review has been based on qualitative (as opposed to quantitative) aspects of the Policy itself in order to ensure that the Policy remains relevant and fit for purpose.
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<b>Impact Assessment</b>					
<b>Equality Characteristic</b>	<b>Impact</b>			<b>Description</b>	<b>Mitigation &amp; Recommendations</b>
	<b>No Impact</b>	<b>Positive Impact</b>	<b>Negative Impact</b>		
<b>Age: Effects on children, young people and older people</b>		X		This Policy should result in a positive impact on all age groups. It applies equally to employees of all ages with no age group having an advantage over another. It provides a positive opportunity for employees to remain in employment with the Council.	
<b>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</b>		X		<p>This Policy should result in a positive impact on people with a disability. The policy provides that the Council will seek advice/guidance from Occupational Health in respect of the employee's ability to work in their existing post and any alternative post which is identified as being potentially suitable.</p> <p>The Policy provides that throughout the process, reasonable adjustments will be made to the working environment or any specific duties of the original post or a potential new post. The policy details that staff with a disability may be given priority in redeployment opportunities, even where other employees are seeking redeployment, as part of the duty to consider reasonable adjustments for employees with a</p>	

					<p>disability.</p> <p>These steps should result in a positive impact for employees with disabilities.</p>	
	<p><b>Gender: Effects on Male, Female, Transgender and Transsexual people</b></p>		X		<p>In line with the relevant legislation, this Policy provides particular priority to women who are pregnant or on maternity leave and at risk of redundancy. If a suitable post is available, they will be offered that post.</p> <p>The Retention and Redeployment Employee Registration Form asks employees to state restrictions on working patterns, and states that preferred working arrangements will be taken into account where possible. This should benefit those employees who are responsible for arranging/providing childcare and who may find it more difficult to change their working hours.</p> <p>These steps should result in a particular positive impact for . employees in these positions.</p>	
	<p><b>Effects on Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum</b></p>		X		<p>This Policy should result in a positive impact on all race groups. It applies equally to all employees with no race group having an advantage over another.</p> <p>It provides a positive opportunity for employees to remain in employment with the Council.</p>	

	seekers)					
	Effects on people with Religious or other Beliefs: different beliefs, customs (including atheists and those with no aligned belief)		X		<p>This Policy should result in a positive impact on people of all religious or other beliefs. It applies equally to all employees with no group having an advantage over another.</p> <p>It provides a positive opportunity for employees to remain in employment with the Council.</p>	
	Effects on Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual		X		<p>This Policy should result in a positive impact on all employees regardless of sexual orientation.</p> <p>It applies equally to all employees with no group having an advantage over another.</p> <p>It provides a positive opportunity for employees to remain in employment with the Council.</p>	

<b>Relevance to the Equality Duty in Summary:</b>	
<b>What impact will your proposal have on the following :</b>	
<b>Equality Duty</b>	<b>Reasoning:</b>
Elimination of discrimination (both direct & indirect), victimisation and harassment?	An underpinning assumption to this Policy is that the Council will work actively to retain staff and seek suitable alternative
Promotion of equality of opportunity?	

	<p><b>Foster good relations?</b></p>	<p>employment. This will include retraining, seeking specialist occupational health advice, and priority status interviews. It is anticipated that these efforts will reduce the need for termination of employment. The Policy promotes good practice by prominently stating that employees will be treated fairly and that the Council is committed to ensuring that discrimination does not occur. Redeployment opportunities are sought on a Council wide basis, which should also increase retention. All of these factors should result in a positive impact on all staff who are employed by the Council.</p> <p>Additionally the Policy provides guidance and a procedure that when applied should ensure fairness in its application. In addition the Policy is available to employees and is free from jargon.</p> <p>All of these aspects demonstrates SBC's commitment to eliminating discrimination, advancing equality of opportunity and fostering good relations.</p>
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<p><b>Recommendations &amp; Mitigation</b></p>		
<p><b>Characteristic</b></p>	<p><b>Mitigation/Recommendation</b></p>	<p><b>Approved Yes/No</b></p>
	<p>No negative impacts have been identified in this Equality Impact Assessment. However, in order to assess the effectiveness of this Policy, the Council will continue to monitor and analyse equality data relating to:</p> <ul style="list-style-type: none"> <li>• Retention</li> <li>• Attendance Management</li> </ul>	<p>Yes</p>

	<ul style="list-style-type: none"> <li>Grievances raised about the application of this Policy</li> </ul> <p>Where trends become evident these will be investigated in order to gain an understanding as to the reason why.</p>	
	<p>That the policy be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order that the Policy remains relevant and fit for purpose. As a minimum an equalities impact assessment will be carried out every two years.</p>	Yes

<b>EIA Completed By</b>			
Name/Post	Iain Davidson Employee Relations Manager	Service /Directorate.	Human Resources
Name/Post	Simone Doyle Equality & Diversity Officer (HR)		
		Dates:	23 <sup>rd</sup> , 29 <sup>th</sup> & 30 <sup>th</sup> January 2018

<b>Signed Off (Sign off <u>must</u> be completed by Service Manager or Director)</b>			
Name:	Clair Hepburn	Directorate:	Chief Executive
Post:	Service Director Human Resources	Date:	30/01/2018