



<b>Equality Impact Assessment (EIA) SUMMARY (Publishing Form)</b>	
<b>Title of Policy/Function/Service:</b>	Reasonable Adjustment Policy Human Resources
<b>Directorate/Department: Head of Service:</b>	Chief Executive– Human Resources Clair Hepburn
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<b>Names/ Job titles of Assessors</b>	Simone Doyle - Equality & Diversity Officer (HR) Bruce Brodie - Employment Support Service Manager Simon Lynch - LEADER Programme Facilitator Jacqueline Whitelaw - Business Officer Policy & Performance – Business Support
<b>Summary of Policy / Service /Function aims:</b>	<p>The Council aims to create the conditions in which members of staff and applicants for posts within the Council are treated equitably regardless of any disability or health condition so far as is reasonably possible.</p> <p>The purpose of this Policy is to set out how this is put into practice for new and existing members of staff who have a disability or health condition which may impact upon their work, or whose work may impact upon their disability. The intention is to create a framework for a collaborative dialogue between the member of staff, their line manager and relevant staff (and where appropriate specialist external agencies) to ensure that the member of staff can be effectively supported and that the Council can fulfil its statutory obligations.</p>
<b>Strands Impacted:</b>  <b>Please note:</b> 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 strand.	<p>This assessment considers the equality impact with reference to each individual protected characteristic in terms of the Equality Act 2010. It is noted that the practices and processes included with in this Policy should positively impact on <u>all</u> equality groups and is relevant to each element of the general duty.</p>
<b>Summary of key issues arising decisions made, and recommendations</b>	<p>This is a new policy for SBC and in order for practicable aspects to be implemented and as part of this assessment, an improvement plan has been formulated. Actions include: meeting the costs of reasonable adjustments, procuring equipment, training and reviewing the appropriateness of the reasonable adjustment. The plan also identifies responsible Officers and completion timescales.</p> <p>Additionally in line with SBC working practices the outcomes of this Policy 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 Policy.</p>
<b>Agreed by Head of Service</b>	Name: Clair Hepburn

Date: 5<sup>th</sup> November 2015

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