

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

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| Title of Proposal: | Grievance Policy and Procedure |
| What is it? | A new Policy/Strategy/Practice <input type="checkbox"/> A revised Policy/Strategy/Practice <input checked="" type="checkbox"/> |
| Description of the proposal: (Set out a clear understanding of the purpose of the proposal being developed or reviewed (what are the aims, objectives and intended outcomes (including the context within which it will operate)). | <p>The aim of the procedure is to ensure that employees at Scottish Borders Council (“SBC”) who feel aggrieved about their work, working environment or working relationships are given the opportunity to express their views and to have the issues resolved in a fair manner and as early as possible, ideally resulting in a mutually acceptable resolution.</p> <p>The procedure seeks to achieve solutions through appropriate informal methods prior to the use of the formal processes. With the exception of the Chief Executive the procedure is applicable to all employees of SBC.</p> |
| Service Area: Department: | Human Resources |
| Lead Officer: (Name and job title) | Iain Davidson Employee Relations Manager |

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| Other Officers/Partners involved: (List names, job titles and organisations) | Simone Doyle Equality & Diversity Officer Human Resources |
| Date(s) IIA completed: | 25 th July 2019 and 23 rd January 2020 |

2 Will there be any cumulative impacts as a result of the relationship between this proposal and other policies?

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| Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| If yes, - please state here: | | | |

3 Legislative Requirements

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| 3.1 Relevance to the Equality Duty: | |
| <p>Do you believe your proposal has any relevance under the Equality Act 2010? Yes <i>(If you believe that your proposal may have some relevance – however small please indicate yes. If there is no effect, please enter “No” and go to Section 3.2.)</i></p> | |
| Equality Duty | Reasoning: |
| Elimination of discrimination (both direct & indirect), victimisation and harassment. <i>(Will the proposal discriminate? Or help eliminate discrimination?)</i> | This Policy and Procedure should result in an overall positive impact on all employees as it should ensure that grievances |

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| <p>Promotion of equality of opportunity? <i>(Will your proposal help or hinder the Council with this)</i></p> <p>Foster good relations? <i>(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)</i></p> | <p>are resolved fairly and as quickly as possible. The Procedure describes equal opportunities as one of the “main issues” which may give rise to grievances. This demonstrates SBC’s commitment to eliminating discrimination, advancing equality and fostering good relations.</p> |
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| <p>3.2 Which groups of people do you think will be or potentially could be, impacted by the implementation of this proposal? (You should consider employees, clients, customers / service users, and any other relevant groups)</p> | | | | |
| <p>Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups, this proposal may have and how you know this.</p> | | | | |
| | <p>Impact</p> | | | <p>Please explain the potential impacts and how you know this</p> |
| | <p>No Impact</p> | <p>Positive Impact</p> | <p>Negative Impact</p> | <p>The Policy and Procedure is designed to meet the needs of all employees and ensure grievances are addressed in a fair, consistent and timely manner. Indeed whilst undertaking this impact assessment no negative impacts have become apparent. It is evident that this Policy and Procedure has many positive impacts for all of the Equality characteristic groups. Therefore to avoid repetition this impact assessment has been completed covering the Equality Groups collectively. Where positive aspects</p> |
| <p>Age Older or younger people or a specific age grouping</p> | | <p>X</p> | | |
| <p>Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring</p> | | | | |
| <p>Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth</p> | | | | |
| <p>Marriage or Civil Partnership people who are married or in a civil partnership</p> | | | | |

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| <p>Pregnancy and Maternity (Pregnancy is the condition of being pregnant/expecting a baby. Maternity refers to the period after the birth, and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth),</p> | | | | <p>are applicable to any particular group, additional information is detailed below.</p> <p>The Policy and Procedure acknowledges that employees with a disability may require additional support whilst following the procedure. The Policy clearly states that adjustments to the procedure can be made for employees with a disability. These include allowing carers or advocates to accompany disabled employees whilst attending grievance meetings.</p> <p>Similarly Young Persons may be accompanied by a parent or legal guardian. .</p> <p>In addition the Procedure clearly states that on request the Procedure and any associated paperwork can be made available in a different format or language. This mitigates the risk that ethnic minority employees who do not speak English as a first language, or employees with a visual impairment could be negatively impacted. Furthermore the Procedure is written in non gender specific language.</p> |
| <p>Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)</p> | | | | |
| <p>Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)</p> | | | | |
| <p>Sex – Gender Identity women and men (girls and boys) and those who self-identify their gender</p> | | | | |
| <p>Sexual Orientation, e.g. Lesbian, Gay, Bisexual, Heterosexual</p> | | | | |
| <p>3.3 Fairer Scotland Duty</p> <p>This duty places a legal responsibility on Scottish Borders Council (SBC) to actively consider (give due regard) to how we can reduce inequalities of outcome caused by socioeconomic disadvantage when making <u>strategic</u> decisions.</p> <p>The duty is set at a strategic level - these are the key, high level decisions that SBC will take. This would normally include strategy documents, decisions about setting priorities, allocating resources and commissioning services.</p> | | | | |

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| Carers paid and unpaid including family members | | | | |
| Homelessness | | | | |
| Addictions and substance use | | | | |
| Those involved within the criminal justice system | | | | |

4 Full Integrated Impact Assessment Required

Tick No if you have answered "No" to all of Sections 3.1 – 3.3.

Yes No X

If a full impact assessment is not required briefly explain why there are no effects and provide justification for the decision.

This is a review of an existing Policy and Procedure.

Given that this Policy and Procedure aims to achieve solutions informally prior to using the formal route, there is comparatively little equality evidence available as the majority of cases are resolved informally. Consequently, this assessment has been conducted to ensure that the Policy and Procedure remains relevant and fit for purpose.

The Policy and Procedure will continue to be monitored and formal grievances analysed. Further investigation will take place where any trends emerge.

Additionally, the Policy and Procedure will be reviewed in accordance with the Council's HR Policy Review Programme or as required by legislative requirements in order to ensure that the Policy and Procedure remain relevant and fit for purpose. As a minimum an Integrated Impact Assessment will be carried out every two years.

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| Signed by Lead Officer: | Iain Davidson |
| Designation: | Employee Relations Manager |
| Date: | 23 rd January 2020 |
| Counter Signature Service Director | Clair Hepburn |
| Date: | 07 th February 2020 |