

Integrated Impact Assessment (IIA)

Part 1 Scoping

1 Details of the Proposal

Title of Proposal:	Job Allocation Policy
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).	This Policy details the circumstances in which employees at Scottish Borders Council (the Council) can make job allocation review requests, when they feel that their grade or WEPE band are inappropriate. It also provides a mechanism for new roles to be graded and employees temporarily undertaking additional duties to be appropriately remunerated. It outlines the criteria for initiation of such a request, and details the job review process and the documentation to be used, along with guidance on its completion. be used when significant changes to job content occur.
Service Area: Department:	Human Resources
Lead Officer:	Iain Davidson Employee Relations Manager

(Name and job title)	
Other Officers/Partners involved: (List names, job titles and organisations)	Erick Ullrich Organisational Development Manager
Date(s) IIA completed:	11 th November 2021

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

Yes
<p>If yes, - please state here:</p> <p>The policy has links to a number of other policies:</p> <ul style="list-style-type: none"> • Equality, Diversity and Human Rights Policy • Equal Pay • Managing Work Performance Policy • People Planning • Recruitment and Selection Policy and Procedure • Retention and Redeployment Policy and Procedure • Guidelines on Temporary Appointments/ Acting Up/ Secondments

3 Legislative Requirements

3.1 Relevance to the Equality Duty:

Do you believe your proposal has any relevance under the Equality Act 2010?

(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.)

Yes

Equality Duty

Reasoning:

Elimination of discrimination (both direct & indirect), victimisation and harassment. *(Will the proposal discriminate? Or help eliminate discrimination?)*

Help eliminate discrimination.

Promotion of equality of opportunity?

(Will your proposal help or hinder the Council with this)

Help promote equality of opportunity.

Foster good relations?

(Will your proposal help or hinder the council s relationships with those who have equality characteristics?)

Help foster good relations.

The underpinning theme of job evaluation focuses on the job as opposed to the person. The Scheme used by the Council for the purposes of job evaluation is an analytical factor based Scheme. There is no evidence that the factors used within this Scheme favour one group against another, or that there is any form of bias within the Scheme itself.

The Policy demonstrates a commitment to the advancement of equality and the avoidance of bias by providing for the following:

- all panel members must have relevant training in the job allocation process, the Scottish Joint Council (SJC) Job Evaluation Scheme and equality and diversity
- panel members will exercise objectivity and independence and consider appeals in a fair and impartial manner based on the facts.

The overarching focus on objectivity throughout this Policy should ensure that allocation is not related to the protected characteristics of individual staff members. The use of a factor based analytical job evaluation scheme is generally accepted as good practice and suitable as the basis for a fair and transparent pay and grading arrangement.

The Policy should also advance equality as it should ensure that equal pay is awarded for work of equal value.

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)				
Please tick below as appropriate, outlining any potential impacts on the undernoted equality groups this proposal may have and how you know this.				
	Impact			Please explain the potential impacts and how you know this
	No Impact	Positive Impact	Negative Impact	
Age Older or younger people or a specific age grouping	X			This Policy includes the documentation which should be used in making an allocation request. One section of the form, Knowledge and Skills, asks applicants for information about the experience necessary to perform the duties of the post. This section explains that "experience" refers to the amount of workplace experience which would be considered necessary to achieve a reasonable level of proficiency in the job. This focus on objectivity should ensure that older people who may have more years' service should not have an advantage over younger members of staff with comparatively less service.
Disability e.g. Effects on people with mental, physical, sensory impairment, learning disability, visible/invisible, progressive or recurring	X			The application form asks applicants to provide information about the physical environment in which they work. Applicants are asked to consider their predominant physical skills and coordination required for the job, for example, driving, walking or lifting. It is understood that this factor is not heavily weighted within the overall job score and therefore it is unlikely that this factor will have an adverse impact on staff with a disability. In any event, staff with physical impairments are unlikely to be responsible for roles which involve heavy manual lifting. Furthermore, in the event that a member of staff develops a disability in the course of their employment,

				the Council will make reasonable adjustments, including, where possible, reallocating job tasks.
Gender Reassignment Trans/Transgender Identity anybody whose gender identity or gender expression is different to the sex assigned to them at birth	X			It is not anticipated that a person's gender identity or reassignment will have any impact on where their job is allocated in terms of this process.
Marriage or Civil Partnership people who are married or in a civil partnership	X			It is not anticipated that a person's marital or civil partnership status will have any impact on where their job is allocated in terms of this process.
Pregnancy and 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),	X			It is not anticipated that a woman's pregnancy or maternity status will any impact on where their job is allocated in terms of this process.
Race Groups: including colour, nationality, ethnic origins, including minorities (e.g. gypsy travellers, refugees, migrants and asylum seekers)	X			It is not anticipated that a person's race will have any impact on where their job is allocated in terms of this process.
Religion or Belief: different beliefs, customs (including atheists and those with no aligned belief)	X			It is not anticipated that a person's religion/belief or lack of religion/belief will have any impact on where their job is allocated in terms of this process.
Sex women and men (girls and boys)	X			<p>Previous experience of the operation of the Job Allocation Scheme has not demonstrated bias on the grounds of sex in the Scheme itself or the application of the Scheme.</p> <p>It is noted that working environment and physical environment is taken into account, and fewer women employed at the Council work in roles where they are required to use a high level of strength.</p> <p>However, the working conditions include conditions which may occur in stereotypical female" working environments</p>

				such as in care homes. Equally, many female staff drive and carry equipment on a regular basis. In any event, the working environment and physical environment factors are not heavily weighted within the overall job allocation.
Sexual Orientation , e.g. Lesbian, Gay, Bisexual, Heterosexual	X			It is not anticipated that a person's sexual orientation will have any impact on where their job is allocated in terms of this process.
<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>				
<p>Is the proposal strategic?</p> <p>Yes</p> <p>If No go to Section 4</p>				
<p>If yes, please indicate any potential impact on the undernoted groups this proposal may have and how you know this:</p>				
	Impact			State here how you know this
	No Impact	Positive Impact	Negative Impact	
Low and/or No Wealth – enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future.		X		The grading of roles objectively based on the role itself will ensure people are paid at a fair rate for the work they undertake.

Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure and hobbies	X			
Area Deprivation – where you live (e.g. rural areas), where you work (e.g. accessibility of transport)	X			
Socio-economic Background – social class i.e. parents' education, employment and income	X			
Looked after and accommodated children and young people	X			
Carers paid and unpaid including family members	X			
Homelessness	X			
Addictions and substance use	X			
Those involved within the criminal justice system	X			


4 Full Integrated Impact Assessment Required

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

No (please delete as applicable)

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

An analysis of the policy and the procedure applied shows that it is based on objective assessment of the actual activities of a role.
While further assessment will be carried out on a review of the policy it is not considered that a full impact assessment is required at this time.

Signed by Lead Officer:	Iain Davidson
Designation:	Employee Relations Manager
Date:	11 th November 2021
Counter Signature Director	
Date:	15/11/2021

Part 2 Full Integrated Impact Assessment

5 Data and Information

What evidence has been used to inform this proposal?

(Information can include, for example, surveys, databases, focus groups, in-depth interviews, pilot projects, reviews of complaints made, user feedback, academic publications and consultants' reports).

Please state your answer here

Describe any gaps in the available evidence,-then record this within the improvement plan together with all of the actions you are taking in relation to this (e.g. new research, further analysis, and when this is planned)

Please state your answer here

6 Consultation and Involvement

Which groups are involved in this process and describe their involvement

Please state your answer here

Describe any planned involvement saying when this will take place and who is responsible for managing the process

Please state your answer here

Describe the results of any involvement and how you have taken this into account.

Please state your answer here

What have you learned from the evidence you have and the involvement undertaken? Does the initial assessment remain valid?

What new (if any) impacts have become evident?

(Describe the conclusion(s) you have reached from the evidence, and state where the information can be found.)

Please state your answer here

7 Mitigating Actions and Recommendations

Consider whether:

Could you modify the proposal to eliminate discrimination or reduce any identified negative impacts?
(If necessary, consider other ways in which you could meet the aims and objectives of the proposal.)

Could you modify the proposal to increase equality and, if relevant, reduce poverty and socioeconomic disadvantage?

Describe any modifications which you can make without further delay (e.g. easy, few resource implications)

Mitigation Please summarise all mitigations for approval by the decision makers who will approve your proposal			
Equality Characteristic/Socio economic factor	Mitigation	Resource Implications (financial, people, health, property etc)	Approved Yes/No

8 Recommendation and Reasoning *(select which applies)*

- Implement proposal with no amendments
- Implement proposal taking account of mitigating actions (as outlined above)
- Reject proposal due to disproportionate impact on equality, poverty, health and Socio-economic disadvantage

Reason for recommendation:

Signed by Lead Officer:	
Designation:	
Date:	
Counter Signature (Service Director):	
Date:	

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This assessment should be presented to those making a decision about the progression of your proposal.

If it is agreed that your proposal will progress, you must send an electronic copy to corporate communications to publish on the webpage within 3 weeks of the decision.

Complete the below two sections. For your records, please keep a copy of this Integrated Impact Assessment form.

Action Plan (complete if required)

Actioner Name:	Action Date:
What is the issue?	
What action will be taken?	
Progress against the action:	
Action completed:	Date completed:

Monitoring and Review

State how the implementation and impact of the proposal will be monitored, including implementation of any amendments? For example what type of monitoring will there be? How frequent?

Please state your answer here

What are the practical arrangements for monitoring? For example who will put this in place? When will it start?

Please state your answer here

When is the proposal due for review?

Please state your answer here

Who is responsible for ensuring that this happens?

Please state your answer here