

EQUALITY IMPACT ASSESSMENT TEMPLATE
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Section 1: Details of the Policy/Practice
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Department/Team responsible for the policy:	Organisational & Workforce Development		
Name of Policy or Practice being assessed:	Partnership Agreement		
Purpose and anticipated outcomes of the policy:	<p>Partnership Forum is the body for collective bargaining and negotiation on terms and conditions for our workforce. The partnership agreement supports this forum to operate effectively. We will also ensure we comply fully with all relevant employment legislation and the Fair Work Framework.</p> <p>Anticipated outcomes of the agreement are that working in partnership will help us to manage change honestly and openly by consulting fully and listening to the views of all Care Inspectorate staff. Particularly where workforce change and financial change is planned. This is in line with the socio economic duty and is underpinned by human rights principles. It will also promote strong employee relations and improve the quality of working life for colleagues.</p>		
Is this a new or existing policy?	New	<input type="checkbox"/>	Existing <input checked="" type="checkbox"/>
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Change Lead Jacqui Duncan- OWD Adviser		
Date assessment started:	6/10/17	Completion Date:	

Please indicate who is likely to be affected by the policy:	Care Inspectorate employees from and across all the protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion/belief, sex and sexual orientation).
For example Care service providers/users, men, women, young people, people with disabilities	

Section 2: Collecting Information
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What evidence is available about the needs of relevant groups? Please consider Demographic data, including Census information, Research, Consultation and survey reports, Service user feedback and complaints, Case law, Officer/adviser knowledge & experience

Details	Source of Evidence
<p>Recent employee equality monitoring reports indicate the following:</p> <ul style="list-style-type: none"> • 610 employees • 89.7 % are female • 61.15% are aged between 50-65 years (or over) • 2.62% have a disability • 42.3% are married or in a civil partnership • Black or Minority Ethnic (BME) Ethnicity, Lesbian, Gay or Bisexual low numbers so not able to report. • 24.10% say they have no religion or belief 	Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2017
<p>The percentage of employees in a union is 38.6%. 36.2% (Unison), 2.2% (GMB) and 0.2% (Unite). We don't know how many employees are in RCN as we don't deduct contributions through payroll. However, it would be fair to say that at least half of our workforce is not in a union.</p>	Employee information
<p>A range of information was examined including the Scottish Government Equality Evidence Finder</p>	http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid

From your research above have you identified any gaps in evidence? If so what are the gaps?

We will continue to monitor our partnership agreement to assess if there are any particular issues or patterns.

As appropriate please describe the consultation/engagement undertaken including details of the groups involved and the methods used.

We have developed the draft in consultation with Partnership Forum and the Executive Group. Three meetings took place with a joint working from Partnership Forum and Organisational & Workforce Development between June and November 2018 to produce the revised draft.

Are there any other groups to be consulted?

Not at this time.

Section 3: Impacts

Has the research and consultation identified any potential for impacts on the following groups:

Protected Characteristic	Yes	No	Please explain
Age (Older people, children and young people)		x	The research and consultation has not identified any potential for impacts on this

			protected group at this stage.
Disability		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Pregnancy and Maternity	x		If a female member of Partnership Forum is off on maternity leave their role will be filled on a temporary basis. They will then return to the role when they return to work.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Religion or belief (including non-belief)		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Sex/Gender		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
Sexual Orientation		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.

Is there any evidence that the policy may:

	Yes	No	No Evidence
Result in less favourable treatment for particular groups?			x
Give rise to direct or indirect discrimination?			x
Give rise to unlawful harassment or victimisation?			x

If yes to any of the above, please give details:

N/A

How will the policy be modified to mitigate this?

N/A as a number of mitigation measures have been included in the agreement.

Section 4: Meeting our General Equality Duty

The following sections must be completed:

Which aspects of the policy seek to eliminate unlawful discrimination, harassment and victimisation?

The agreement covers all employees across the organisation and aims to treat everyone fairly regardless of protected characteristic. It seeks to ensure that there are no barriers to anyone accessing and making use of the agreement and related procedures. Support measures have been put in place throughout the agreement to ensure that no one receives unfair treatment due to their protected characteristic – this includes support from the OWD Team, Employee Assistance Programme, measures to take account of sick leave/maternity leave. Measures have also been built into the agreement to ensure that employees can raise concerns without fear of victimisation.

Which aspects of the policy seek to advance equality of opportunity between people which share a relevant protected characteristic and those who do not?

The timing of meetings will take into account those with caring or cultural commitments, or health conditions which make travel in the early mornings difficult (mental health, mobility/visual impairments), or providing alternative ways to contribute to meetings remotely. This includes varying the day of meetings to accommodate those on a part time or flexible working pattern, and the location to ensure that it is suitable for the majority of members.

Actions have been included to advance equality of opportunity including equality monitoring. Support measures have been put in place throughout the agreement to assist in advancing equality including support from the OWD Team, Employee Assistance Programme, and measures to take account of sick leave/maternity leave.

If an issues relating to one or more protected characteristic is raised at Partnership Forum then we will seek specialist input.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?

The purpose and intended outcomes of the agreement are to seek to foster good relations between and across protected groups in our workforce. No one is excluded from having their views heard. We also have a range of other policies, projects and actions to help bring people together – e.g. Equality Training, Involvement Strategy, Equality Outcomes and Mainstreaming Report.

Section 5: Outcome of Assessment

Please detail the outcome of the assessment:

No major change	X
Adjust the policy	
Continue the policy	
Stop and remove the policy	

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Please detail recommendations, including any action required to address any negative impacts identified:
N/A

Section 6: Monitoring
Describe how you will monitor the impact of this policy e.g. performance indicators used, other monitoring arrangements, who will monitor progress, criteria used to measure achievement of outcomes:
<ul style="list-style-type: none"> The OWD will team will request monitoring information from the HR Team. This will help understand if there are any equality issues and will help us to identify what needs to change to remove any potential barriers.

When and how is the policy or practice due to be reviewed?
<ul style="list-style-type: none"> The Partnership Agreement will be formally reviewed every 2 years- we will consult with our Executive Group, Resources Committee (which includes members of our Board) and Partnership Forum. We have a policy monitoring programme that means we review all our policies on an annual basis. The agreement will be reviewed on an on-going basis e.g. if we receive intelligence from colleagues/particular case/ legislation/case law that would call for an earlier review of the agreement.

Section 7: Sign Off

Date sent to Involvement and Equalities Team:	
Comments from Involvement and Equalities Team	
Date signed off by Involvement and Equalities Team	

Please insert name and title of the Senior Manager who has signed off this Equality Impact Assessment:

Name	Janice Gibson
Title	Head of Organisational and Workforce Development
Date approved	Nov 2018