

EQUALITY IMPACT ASSESSMENT TEMPLATE

Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	Organisational Development		
Name of Policy or Practice being assessed:	Secondment Policy		
Purpose and anticipated outcomes of the policy:	<p>The Secondment Policy explains what this means for employees and managers.</p> <p>We will ensure we comply fully with employment legislation.</p> <p>Anticipated outcomes of the policy are that employees who are on secondment are treated fairly and feel valued in the workplace.</p>		
Is this a new or existing policy?	New	X	Existing
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Change Lead Jacqui Duncan – OWD Adviser Katy Penman- Senior Equalities Adviser		
Date assessment started:	21/7/17	Completion Date:	11/8/17

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

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
A range of information was examined including the Scottish Government Equality Evidence Finder	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 recruitment and selection including secondments by protected characteristic 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 Secondment Policy in consultation with the Policy Review Group.

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 has indicated that there may be a potential impact on this group. For example, older employees on flexible retirement or reduced hours may not have the same opportunity to be considered if the post is only open to employees who work full time.
Disability	x		The research has indicated that there may be a potential impact on this group. For example, disabled employees who work reduced hours may not have the same opportunity to be considered if the post is only open to employees who work full time.

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	The research and consultation has not identified any potential for impacts on this protected group at this stage.
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 has indicated that there may be a potential impact on this group. For example, female employees are more likely to work flexibly compared to males. Females who work flexibly may not have the same opportunity to be considered if the post is only open to employees who work full time.
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 policy.

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 policy 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 policy and related procedures. Support measures have been put in place throughout the policy 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 policy 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?

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

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 policy do not seek to foster good relations between and across protected groups. However, the organisation has 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	

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:

- The OWD will team will request policy monitoring information from the HR Team and will also ask for feedback from the Policy Review Group. We will look at age, disability and gender when we consider who is accessing training and development, been promoted and secondments. 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?

- The Secondment Policy will be formally reviewed every 3 years- we will consult with the Policy Review Group (the group consists of colleagues from across the Care Inspectorate including employees, our equalities and engagement adviser, managers and trade union representatives) and consult with our Executive Team, 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 OWD function produces and publishes the OWD Annual Workforce Report. The report contains a section on recruitment and selection (which covers seconded employees).
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from from colleagues/particular case/ legislation/case law that would call for an earlier review of the policy.

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	January 2017