

Workforce Change Policy Equality Impact Assessment

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Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	Organisational Development		
Name of Policy or Practice being assessed:	Workforce Change Policy		
Purpose and anticipated outcomes of the policy:	<p>The Workforce Change policy sets out sets out how we will manage changes that affect our employees in accordance with our legal obligations (e.g. around timescales for staff consultation).</p> <p>Anticipated outcomes of the policy include that the organisation meets all legal requirements and that employees' feel involved, supported and valued by the organisation during periods of change.</p> <p>Further equality impact assessments will be undertaken for the various procedures relating to this policy before implementation.</p>		
Is this a new or existing policy?	New	x	Existing
List of participants in Equality Impact Assessment Process:	<p>Kirstine Rankin- Senior OD Adviser</p> <p>Jacqui Duncan – OD Adviser</p> <p>Heather Moonlight- OD Assistant</p> <p>Linda McKenna – Equalities and Engagement Adviser</p>		
Date assessment started:	29/10/15	Completion Date:	13/11/15

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: Collating 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"> • 611 Employees • 81% are female • 76% are aged between 40-59 years • 1.3% have a disability • 34.9% are married or in a civil partnership • 1% are of Black or Minority Ethnic (BME) Ethnicity • 19.5% say they have no religion or belief • 2.2% are Lesbian, Gay or Bisexual 	<p>Employee Information - Equality Outcomes and Monitoring Report, Care Inspectorate, April 2015.</p>
<p>A range of information was examined including the Scottish Government Equality Evidence Finder</p>	<p>http://www.gov.scot/Topics/People/Equality/Equalities/DataGrid</p>
<p>Further equality impact assessments will be undertaken on the related processes and procedures including:</p> <ul style="list-style-type: none"> • Structural Change Procedure • Employee Transfer Procedure • Changes to Terms and Conditions Procedure • Voluntary Redundancy Procedure • Selection Criteria <p>This will require the analysis of equality data for different procedures. If there is any evidence in the statistics of disproportionate impact, the reasons will be identified as soon as possible and action taken if the impact cannot be justified.</p>	

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

As set out above.

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

We have developed the Workforce Change Policy through a number of consultation and engagement exercises including:

- Leadership Forum
- Staff Survey 2014

- Discussion with Policy Review Group
- Internal consultation with teams via Policy Review Group
- Workforce Change Working Group.

Are there any other groups to be consulted?

Not at this stage, however further consultation will be undertaken as required for further equality impact assessments of the procedures relating to this policy.

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	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Disability		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Pregnancy and Maternity		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.

Religion or belief (including non-belief)		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Sex/Gender		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.
Sexual Orientation		X	It is not considered that the Workforce Change policy will have potential for impact on this protected group(s). However, further work will be undertaken via impact assessment of the related procedures which may identify positive or negative impacts.

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

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. However, further work will be undertaken via impact assessment of the related procedures which will seek ways to eliminate unlawful discrimination.

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 policy as a whole seeks to advance equality of opportunity for and between different protected groups. However, further work will be undertaken via impact assessment of the related procedures which will seek ways to advance equality of opportunity where possible.

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:

Further work is required to undertake Equality Impact Assessments of the procedures associated with this policy, namely:

- Structural Change Procedure
- Employee Transfer Procedure
- Changes to Terms and Conditions Procedure
- Voluntary Redundancy Procedure
- Selection Criteria

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 OD will team will monitor queries coming into the OD Enquiries mailbox around salary protection and will flag up any potential equalities issues to the Head of OD. An agreed course of action will follow.

The OD team will produce an 'equalities profile' for each appeal case to determine if there are any trends coming through, and whether we need to review the policy or put additional supports in place to reduce or remove any potential negative impact(s).

When and how is the policy or practice due to be reviewed?

- The Workforce Change 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 OD function produces and publishes the OD Annual Workforce Report. The report will contain a section on workforce change.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence from OD Enquiries/feedback 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:	12/11/15
Comments from Involvement and Equalities Team	None required as Involvement and Equalities Team have been involved in the EIA process and comments have been included in the policy where appropriate.
Date signed off by Involvement and Equalities Team	12/11/15

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

Name	Janice Gibson
Title	Head of Organisational Development
Date approved	08/02/2016

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