

Equality Impact Assessment Template – Policy, Function or Strategy

This document should be completed when a new policy, function or strategy is introduced or when a substantive change to an existing policy, function or strategy is recommended. This will ensure equality considerations are taken into account before a decision is made and the policy, function or strategy can be altered, if required.

1. Policy, function or strategy		
a.	Name/description of the policy, function or strategy ¹	Updated Redeployment Policy 2023
b.	Responsible organisation(s)/Lead Service	Organisational Development (OD), Policy and Communications Service
c.	Lead Officer	Barbara McQuarrie, Human Resources (HR) and OD Manager
d.	Date of Impact Assessment	1 st December 2022
e.	Partners/other Services involved in the development of the policy, function or strategy	The Council's Corporate Management Team (CMT)/Extended CMT/Unions
f.	Is the policy, function or strategy?	<input type="checkbox"/> New
		<input checked="" type="checkbox"/> Reviewed/Revised
g.	What is the purpose of the policy, function or strategy (include details of any new legislation which prompted the introduction of the policy, function or strategy or the substantive change to the policy, function or strategy)?	<p>The purpose of the Policy is to assist at-risk employees find alternative, suitable employment making the best use of existing skills through the assessment of transferable skills and competencies and reduce release costs.</p> <p>The review of the Policy followed discussions at the CMT and the Joint Budget Group as the Council is facing significant challenges around savings which highlighted concerns about the potential significant HR impacts and how the redeployment of employees could be managed to achieve the required savings. An update on the overall provisions of the</p>

¹ Please attach details of the policy, function or strategy to this Template

		Redeployment Policy for permanent and temporary employees was requested, including adding the details of the process within the related Voluntary Severance Policy where compulsory redundancy was being considered.
h.	What are the intended outcomes of the policy, function or strategy?	To provide fair and consistent consideration of an employee who is subject to redeployment and to ensure that the Authority is fulfilling its legal obligations, as outlined in The Equality Act 2010 and The Employment Rights Act 1996.
i.	Geographical area (Inverclyde-wide or a specific location)	Inverclyde-wide
j.	Which parts of the Equality Duty will the policy, function or strategy impact on?	<input checked="" type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010
		<input checked="" type="checkbox"/> Advance equality of opportunity between people of different groups
		<input type="checkbox"/> Foster good relations between people from different groups
k.	Will those who may be directly or indirectly affected by the policy, function or strategy be involved in its development?	Yes, consultation was completed with the Trade Union Liaison Group and the Workforce Development Group to invite input and comment on the revisions being made to the Redeployment Policy.

2. Does the policy, function or strategy impact on:		
	Yes	No
a. Protected Characteristics under The Equality Act 2010: Age; Disability; Gender Reassignment; Pregnancy and Maternity; Race; Religion and Belief; Sex; Sexual Orientation (see Section 3)	X	
b. Reducing inequalities of outcome caused by socio-economic disadvantage – Fairer Scotland Duty ² (see Section 6)		X
c. Local Outcomes Improvement Plan (LOIP) 2017/22 ³ (see Section 7)	X	
d. Corporate Plan 2018/22 ⁴ (see Section 8)	X	
3. If 'Yes' is selected for any part of Section 2, please populate the other relevant Sections of this Template.		
4. If 'No' is selected for <u>every part</u> of Section 2, please state the reasons for this.		
<p>Please sign below and email a copy of this Template to Karen Barclay, Corporate Policy and Performance Officer:</p> <p><u>karen.barclay@inverclyde.gov.uk</u></p>		
Signature:	Date:	

² [Fairer Scotland Duty: guidance for public bodies](#)

³ [Local Outcomes Improvement Plan 2017/22](#)

⁴ [Corporate Plan 2018/22](#) (agenda item 5)

3. Impact – Protected Characteristics

Which of the Protected Characteristics will the policy, function or strategy have an impact upon?

Protected Characteristic	Impact					Reasons/Comments
	Positive High	Positive Low	Neutral	Negative High	Negative Low	
Age	X					Older employees may have worked in the same job role for many years with limited changes. Younger employees may have fewer transferable skills. All employees will be offered support and where appropriate a short period of retraining if a suitable post is identified.
Disability						<p>The Council is a member of the <i>Disability Confident Scheme</i> and offers a guaranteed interview to staff with a disability who meet the minimum criteria for a post; this will also apply in redeployment situations. The Council will make reasonable adjustments to allow an employee with a disability to be redeployed.</p> <p>Additionally, the Policy aims to support employees who are experiencing ill-health to maintain their employment with the Council. Depending on the circumstances, a time period for employees of up to six months (inclusive of notice period) will be set for redeployment at the point of the redeployment process commencing; this timescale may be extended in exceptional circumstances for an additional six months (for example, due to serious health issues).</p> <p>Together with employees who have been redeployed as a result of a service restructure/redundancy situation, a Certificate of Material Change – which protects the employee’s pension rights for a period of 10 years, by recognising the employee’s most advantageous salary arrangements over the prescribed period - will also be applicable to employees who have been redeployed due to the ill-health criteria, as outlined by Strathclyde</p>

						Pension Fund Scheme, and whose earnings are now lower than their previous salary.
Gender Reassignment			X			
Marriage and civil partnership			X			
Pregnancy and maternity	X					With regards to priority for redeployment, our Policy reinforces the legal position that employees on maternity or additional paternity leave would be entitled to first refusal on any suitable alternative employment. Additionally, when determining whether a suitable offer of redeployment has been made, a variety of factors require to be considered including any family friendly issues.
Race			X			
Religion and belief			X			
Sex					X	Work life balance - restrictive working hours may make it difficult to identify redeployment opportunities. This will have a greater impact on women who make up the majority of our part-time staff. To aim to accommodate those staff, we will consider splitting full-time redeployment opportunities.
Sexual orientation			X			
Other groups to consider <ul style="list-style-type: none"> Carers 		X				When determining whether a suitable offer of redeployment has been made, a variety of factors require to be considered including any family friendly issues.

4. Which parts of the Equality Duty will the policy, function or strategy have an impact upon?	
X	Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
X	Advance equality of opportunity between people from different groups
<input type="checkbox"/>	Foster good relations between people from different groups

5. Impact – groups	
From the information you have highlighted above, describe the positive and negative impacts and the groups affected under The Equality Act 2010.	
Positive impacts + <i>(Describe groups affected.)</i>	Negative impacts - <i>(Describe groups affected.)</i>
<p>Age - Older employees may have worked in the same job role for many years with limited changes and younger employees may have fewer transferable skills. However, all employees will be offered support and where appropriate a short period of retraining if a suitable post is identified where skills can be enhanced successfully.</p> <p>Disability - The Policy helps fulfil the Council's requirement to consider reasonable adjustments to someone's work who has, or develops, a disability as the reasonable adjustment may be redeployment to an alternative job. Therefore it may be seen that the Policy has a favourable impact on employees who are in such a position.</p>	<p>Sex – Restrictive working hours may make it difficult to identify redeployment opportunities – such as part time, or flexible working. This will have a greater impact on women who make up the majority of our part-time staff. However, to accommodate those staff, we will consider splitting full-time redeployment opportunities.</p>

<p>Pregnancy and maternity - With regards priority for redeployment, our Policy reinforces the legal position that employees on maternity or additional paternity leave would be entitled to first refusal on any suitable alternative employment.</p>	
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6. Impact – Fairer Scotland Duty

What impact will this policy, function or strategy have on reducing inequalities of outcome caused by socio-economic disadvantage?

Positive impact +	Neutral impact =	Negative impact -
	=	
<p>Briefly describe how the policy, function or strategy will impact on reducing inequalities of outcome.</p>		

7. Impact – LOIP 2017/22

Which Priority/Priorities from the LOIP 2017/22 will this policy, function or strategy impact on?

<input type="checkbox"/>	<p>1. Population: Inverclyde’s population will be stable and sustainable with an appropriate balance of socio-economic groups that is conducive to local economic prosperity and longer term population growth</p>
<input type="checkbox"/>	<p>2. Inequalities: There will be low levels of poverty and deprivation and the gap between the richest and poorest members of our communities will be reduced (This may already have been highlighted at Section 6.)</p>
<input type="checkbox"/>	<p>3. Environment, culture and heritage: Inverclyde’s environment, culture and heritage will be protected and enhanced to create a better place for all Inverclyde residents and an attractive place in which to live, work and visit</p>

X	4. The local economy: Inverclyde has a thriving and diverse local economy, economic activity is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential
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Briefly describe how the policy, function or strategy will impact on the LOIP Priority/Priorities.

Priority 4: The Policy will support those who are in the local community that are employed with the Council remain in employment, whilst enhancing skills and provide opportunities for those who may struggle within the labour market without support for development.

8. Impact – Corporate Plan 2018/22

Which Priority/Priorities from the Corporate Plan 2018/22 will the policy, function or strategy impact on?

<input type="checkbox"/>	1. To promote Inverclyde, to both residents and visitors alike, as a great place to live, work and visit
<input type="checkbox"/>	2. To work collaboratively, to enable strong, connected and empowered communities, particularly in areas of deprivation, so that residents have influence and control over the things that matter to them
X	3. To grow the local economy in a way that creates opportunities for all our residents, including access to good quality jobs
<input type="checkbox"/>	4. To reduce the prevalence of poverty and, in particular, child poverty in our communities
<input type="checkbox"/>	5. To safeguard, support and meet the needs of our most vulnerable families and residents
<input type="checkbox"/>	6. To improve the health and wellbeing of residents so that people live well, and for longer
<input type="checkbox"/>	7. To protect and enhance our natural and built environment
<input type="checkbox"/>	8. To preserve, nurture and promote Inverclyde’s unique culture and heritage
<input type="checkbox"/>	9. To deliver services that are responsive to community needs and are underpinned by a culture of innovation, continuous improvement and effective management of resources

X	10. To develop motivated, trained and qualified employees who deliver quality services that meet current and anticipated service needs
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Briefly describe how the policy, function or strategy will impact on the Corporate Plan Priority/Priorities.

Priority 3: The Policy looks to continue the provision of continued employment of local residents, whilst retaining valuable skills and knowledge to provide services to the local community.

Priority 10: The Policy looks to support the employees at risk to find alternative suitable employment, through assessment of transferable skills and competencies. This will allow retention of necessary knowledge and skills that can be utilised by transferring job role, supporting service needs and demands.

9. Evidence

What evidence do you have to help identify any potential impacts of the policy, function or strategy?

Note: Evidence could include information from consultations, surveys, the Citizens' Panel, focus groups, interviews, projects, user feedback, complaints, Officers' knowledge and experience, equalities monitoring data, publications, research, reports, and local and national groups.

Evidence	Details
Consultation/Engagement (including any carried out while developing the policy, function or strategy)	Consultation was completed with the CMT, Extended CMT and Trade Unions and their feedback informed the revision of the Redeployment Policy. This included consultation at the Trade Union Liaison Group and the Workforce Development Group.
Research	Research into best practice was completed, along with benchmarking exercise with other Councils. This established that the revisions being considered for the Policy were in line with other Local Authorities' practices.

Evidence	Details
Officers' knowledge and experience (including feedback from frontline staff)	The Officers who revised the Policy have many years of experience of working in HR and OD roles.
Equalities monitoring data	
User feedback (including complaints)	
Stakeholders Other	
Are there information gaps and, if so, what are these?	

10. Consequences of analysis

What steps will you take in response to the findings of your analysis? Please select at least one of the following and provide a brief explanation.

a.	Continue development with no changes	X	The revisions to the Policy were made based on the information gathered through the consultation and evidence gathering as detailed in section 9, meaning further changes at present as the revisions made were previously agreed.
b.	Continue development with minor alterations	<input type="checkbox"/>	
c.	Continue development with major changes	<input type="checkbox"/>	

d.	Discontinue development and consider alternatives (where relevant)	<input type="checkbox"/>	
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How will the effect of the policy, function or strategy be monitored following implementation?

The Policy will be monitored and reviewed by HR as part of a rolling programme. Any relevant legislative changes would be responded to immediately.

When is the policy, function or strategy due to be implemented?

January 2023.

When will the policy, function or strategy be reviewed?

2026.

What resources are available for the implementation of the policy, function or strategy? Have these resources changed?

The Policy will be implemented with continued support from HR and OD Officers who maintain the redeployment register and support employees, along with Heads of Service/Service Managers who are involved in the redeployment process.

11. Please use the space below to detail any other matters arising from the Equality Impact Assessment process, including what action could be taken to mitigate the impact of the policy, function or strategy.

To accommodate staff who are affected by more restrictive working hours, the Council will consider splitting full-time redeployment opportunities.

Details of the Person(s) who completed the Assessment:

Name: Barbara McQuarrie

Position: HR and OD Manager

Date: 1st December 2022

Authorised by:

Name: Ruth Binks

Position: Corporate Director - Education, Communities and Organisational Development

Date: 24th January 2023

Thank you for your assistance with the completion of this task.

Please send a copy of the completed Template to Karen Barclay, Corporate Policy and Performance Officer at karen.barclay@inverclyde.gov.uk.