



## Equality Impact/Fairer Scotland Duty Assessment Form

(To be completed with reference to Guidance Notes)

### Step 1

**Name of Proposal** - Workforce Plan Action Plan – 2022/2023

### Step 2

Is this only a **screening** Equality Impact Assessment

No

**(A)** If Yes, please choose from the following options **all** reasons why a full EIA/FSD is not required:

(i) It does not impact on people

Yes/No

(ii) It is a percentage increase in fees which has no differential impact on protected characteristics

Yes/No

(iii) It is for information only

Yes/No

(iv) It is reflective e.g. of budget spend over a financial year

Yes/No

(v) It is technical

Yes/No

If you have answered yes to any of points above, please go to **Step 16**, and sign off the Assessment.

**(B)** If you have answered No to the above, please indicate the following:

Is this a full Equality Impact Assessment      Yes

Is this a Fairer Scotland Duty Assessment      No

If you have answered Yes to either or both of the above, continue with Step 3.

If your proposal is a **strategy** please ensure you complete Step 13 which is the Fairer Scotland Duty Assessment.

### Step 3

(i) Lead Directorate/Service: HR, Digital Enablement, IT & Business Support

(ii) Are there any **relevant** statutory requirements affecting this proposal? If so, please describe.

None

(iii) What is the aim of the proposal? Please give full details.

The current Workforce Plan covers the period 2019 – 2024 and is aligned with the Council Plan and the Financial Plan. It takes account of the significant changes, opportunities, and challenges which the council and the wider public sector are likely to face during that time.

This updated action plan sets out the actions that will be taken over the next 12-months to support delivery of the workforce plan mentioned above.

(iv) Is it a new proposal?            No

Is it a review of e.g. an existing budget saving, report, strategy, policy, service review, procedure or function?

Yes - this action plan is a refreshed version of the previous Workforce Plan Action plan.

**Step 4: Which people does your proposal involve or have consequences for?**

Please indicate all which apply:

Employees                            Yes

Job Applicants                    Yes

Service users

Members of the public

**Step 5: List the evidence/data/research that has been used in this assessment (links to data sources, information etc which you may find useful are in the Guidance). This could include:**

**Internal data** (e.g. customer satisfaction surveys; equality monitoring data; customer complaints).

Results from recent staff surveys and engagement sessions with staff continue to provide us with important information about leadership, staff communication, engagement, resilience and health and wellbeing and these areas are also addressed in our Workforce Plan.

**Internal consultation** (e.g. with staff, trade unions and any other services affected).

Trade union consultation is a continuous process in respect of changes involving staff. We are committed to meeting regularly with our trade union representatives.

**External data** (e.g. Census, equality reports, equality evidence finder, performance reports, research, available statistics)

**External consultation** (e.g. partner organisations, national organisations, community groups, other councils).

Discussions with other Organisational Development teams help inform the format and content of a number of workstreams including: leadership development programmes, resilience, health and wellbeing training and staff engagement sessions.

**Other** (general information as appropriate).

### **Step 6: Evidence Gaps.**

Are there any gaps in the equality information you currently hold?      No

If yes, please state what they are, and what measures you will take to obtain the evidence you need.

**Step 7: Are there potential differential impacts on protected characteristic groups?**  
Please complete for each group, including details of the potential impact on those affected. Please remember to take into account any particular impact resulting from **Covid-19**.

**Please state if there is a potentially positive, negative, neutral or unknown impact for each group. Please state the reason(s) why.**

Age

**Impact** – increased opportunities for young people through an increased number of modern apprenticeships being offered, including to young people with a disability and care experienced young people.

We will continue to develop our Young Person's Guaranteed Interview Scheme, including supporting Foundation Apprenticeships, increasing the number of Graduate Apprenticeships, and offering Internship opportunities. We will develop and implement an Apprenticeship Charter which sets out our commitment to young people starting work in the council.

Given that a quarter of the current workforce is aged 55 or over, there is a focus on succession planning and the opportunities this will offer potential successors.

## Disability

**Impact** – increased opportunities for young people through an increased number of modern apprenticeships being offered, including to young people with a disability and to care experienced young people.

We will further develop and implement health and wellbeing resources and events for staff.

We will establish a group of Wellbeing Champions/Mental Health First Aiders.

We have implemented a new Supporting Attendance Policy and associated guidance

## Gender reassignment

### **Impact**

## Marriage and Civil Partnership

### **Impact**

## Pregnancy/Maternity

### **Impact**

## Race - (includes Gypsy Travellers)

**Impact** – monitoring impact of BREXIT on recruitment to ensure equality and inclusion within our workforce.

We will review recruitment practices with a race lens.

## Religion or Belief

### **Impact**

## Sex

**Impact** – increasing employment opportunities by developing creative and innovative recruitment solutions to address the gender imbalance in our workforce

Look to use the 'Happy to Talk Flexible Working' employer logo, which may have a greater impact on women, who remain the greater number of care givers, and who may benefit more from more flexible working practices.

We are participating in the national Equally Safe Workforce Development Plan which will raise awareness and train employees across all levels of the council in violence against women and girls' issues.

Sexual orientation

**Impact**

**Step 8: Consultation with any of the groups potentially affected**

If you have consulted with any group potentially affected, please give details of how this was done and what the results were.

If you have not consulted with any group potentially affected, how have you ensured that you can make an informed decision about mitigating action of any negative impact (Step 9)?

There are a number of actions identified to attempt to broaden the diversity and the development opportunities to all of our workforce. This includes the use of succession planning and talent management to support career progression and to ensure that the council has a workforce with the right knowledge, skills and behaviours to provide our services in the future.

**Step 9: What mitigating steps will be taken to remove or reduce potentially negative impacts?**

N/A

**Step 10: If a potentially negative impact has been identified, please state below the justification.**

N/A

**Step 11: In what way does this proposal contribute to any or all of the public sector equality duty to: eliminate unlawful discrimination; advance equality of opportunity; and foster good relations between people of different protected characteristics?**

This proposal eliminates unlawful discrimination and advances equality of opportunity for young people and our workforce in general.

**Step 12: Is there any action which could be taken to advance equalities in relation to this proposal?**

As stated above

## Step 13: FAIRER SCOTLAND DUTY

This step is only applicable to **strategies** which are key, high level decisions. If your proposal is **not** a strategy, please leave this Step blank, and go to Step 14.

Links to data sources, information etc which you may find useful are in the Guidance.

### **Step 13(A) What evidence do you have about any socio-economic disadvantage/inequalities of outcome in relation to this strategic issue?**

This strategic Workforce Plan relates to our employees only, and the council is a Living Wage employer.

### **Step 13(B) Please state if there are any gaps in socio-economic evidence for this strategy and how you will take measures to gather the evidence you need.**

N/A

### **Step 13(C) Are there any potential impacts this strategy may have specifically on the undernoted groupings? Please remember to take into account any particular impact resulting from Covid-19.**

**Please state if there is a potentially positive, negative, neutral or unknown impact for each grouping.**

**Low and/or No Wealth** (e.g. those with 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).

#### **Impact**

**Material Deprivation** (i.e. those unable to access basic goods and services e.g. repair/replace broken electrical goods, warm home, leisure and hobbies).

#### **Impact**

**Area Deprivation** (i.e. where people live (e.g. rural areas), or where they work (e.g. accessibility of transport)).

#### **Impact**

**Socio-economic Background** i.e. social class including parents' education, people's employment and income.

#### **Impact**

**Other** – please indicate

**Step 13(D) Please state below if there are measures which could be taken to reduce socio-economic disadvantage/inequalities of outcome.**

**Step 14: What arrangements will be put in place to monitor and review the Equality Impact/Fairer Scotland Duty Assessment?**

The action plan supported the delivery of the Workforce Plan, which is a living document and will be regularly reviewed, as will the accompanying EIS/FSD.

**Step 15: Where will this Equality Impact/Fairer Scotland Duty Assessment be published?**

This EIA will be published on the council's website alongside the Council Plan, Financial Plan and Workforce Plan.

**Step 16: Sign off and Authorisation.** Please state name, post, and date for each:

Prepared by: Fiona Pollock, Manager OD & Judith Lynch, Manager HR 22/02/22

Reviewed by: Doreen Phillips, Equalities Officer 22/02/22

Approved by: Sharon Faulkner, Director of HR, Digital Enablement, IT & Business Support 22/02/22

NB. There are several worked examples of separate EIA and FSD Assessments in the Guidance which may be of use to you.

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