

Integrated Impact Assessment – Summary Report

Each of the numbered sections below must be completed
Please state if the IIA is interim or final

1. Title of proposal

Chief Officer Disciplinary Policy

2. What will change as a result of this proposal?

A new policy has been created which brings together the former Heads of Service Disciplinary Policy as well as the agreed procedure from the Scottish Joint Negotiating Committee for Chief Officials Scheme of Salaries and Conditions of Service for Chief Officials (also referred to as the 'Gold Book').

3. Briefly describe public involvement in this proposal to date and planned

As this is an internal policy affecting Council employees only, there has been no public involvement in its development.

4. Is the proposal considered strategic under the Fairer Scotland Duty?

No

5. Date of IIA

20 February 2024

6. Who was present at the IIA? Identify facilitator, lead officer, report writer and any employee representative present and main stakeholder (e.g. Council, NHS)

Name	Job Title	Date of IIA training
Stefanie Thomson	Senior Solicitor	Sept 2023
Emma Kilpatrick	Lead HR Consultant – ER & Policy	May 2022
Kirsten Hannah	Lead HR Consultant - Casework	

Name	Job Title	Date of IIA training
Caroline McKellar	Senior HR Consultant – OD	
Nareen Turnbull	Service Director – HR	
Angus Murdoch	Technical Coordinator	May 2018

7. Evidence available at the time of the IIA

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Data on populations in need	N/A	
Data on service uptake/access	N/A	
Data on socio-economic disadvantage e.g. low income, low wealth, material deprivation, area deprivation.	N/A	
Data on equality outcomes	N/A	
Research/literature evidence	N/A	
Public/patient/client experience information	N/A	
Evidence of inclusive engagement of people who use the service and involvement findings	N/A	
Evidence of unmet need	N/A	
Good practice guidelines	YES	Acas Code of Practice Scottish Joint Negotiating Committee for Chief Officials Scheme of Salaries and Conditions of Service for Chief Officials (also referred to as the 'Gold Book')
Carbon emissions generated/reduced data	N/A	
Environmental data	N/A	
Risk from cumulative impacts	N/A	

Evidence	Available – detail source	Comments: what does the evidence tell you with regard to different groups who may be affected and to the environmental impacts of your proposal
Other (please specify)	YES	Workforce demographics were provided on the Chief Officers within the Council, unfortunately declaration rate at this level is low within the organisation.
Additional evidence required	N/A	

8. In summary, what impacts were identified and which groups will they affect?

Equality, Health and Wellbeing and Human Rights	Affected populations
<p>Positive</p> <p>The policy applies to all chief officers and follows the relevant ACAS Code of Practice. The intention is for all colleagues to be treated equally, where concerns relating to conduct are addressed effectively and at the earliest opportunity.</p> <p>This Policy promotes earlier conversations around conduct and allows colleagues more participation in ensuring their own wellbeing.</p> <p>By reinforcing existing practices, such as the obligation to seek informal resolution where appropriate and carry out timely and effective investigations, the policy and supporting documents will ensure that disciplinary procedures continue to be carried out in an objective and transparent manner.</p> <p>Emphasis on informal resolution in the first instance provides an opportunity for managers to gain understanding about potential reasons for behaviour which could be connected to protected characteristics (e.g. a change in medication).</p> <p>Reasonable adjustments will be put in place for colleagues with a disability or long term health condition, and pregnant colleagues to ensure they are able to fully engage in the process.</p>	<p>All colleagues</p> <p>All colleagues</p> <p>All colleagues</p> <p>All colleagues (in particular colleagues with a disability)</p> <p>Colleagues with a disability. Pregnant colleagues.</p>

Equality, Health and Wellbeing and Human Rights	Affected populations
Negative	
N/A	

Environment and Sustainability including climate change emissions and impacts	Affected populations
Positive	
N/A	
Negative	
N/A	

Economic	Affected populations
Positive	
Where necessary, colleagues will be suspended on full pay during disciplinary investigations.	All colleagues
Negative	
N/A	

- 9. Is any part of this policy/ service to be carried out wholly or partly by contractors and if so how will equality, human rights including children’s rights, environmental and sustainability issues be addressed?**

Where appropriate a special appointment from outside the Council may act as investigating officer, however they will be expected to follow our policy and standards.

- 10. Consider how you will communicate information about this policy/ service change to children and young people and those affected by sensory impairment, speech impairment, low level literacy or numeracy, learning difficulties or English as a second language? Please provide a summary of the communications plan.**

In the majority of situations concerning disciplinary, we would expect that Line Managers would be able to explain the procedural components of the Policy to colleagues.

In addition, and where this is not possible, the Council has services available, such as Translation services which would ensure that the policy can be communicated to all colleagues.

- 11. Is the plan, programme, strategy or policy likely to result in significant environmental effects, either positive or negative? If yes, it is likely that a (SEA) will be required and the impacts identified in the IIA should be included in this. See section 2.10 in the Guidance for further information.**

No

- 12. Additional Information and Evidence Required**

If further evidence is required, please note how it will be gathered. If appropriate, mark this report as interim and submit updated final report once further evidence has been gathered.

Not applicable

- 13. Specific to this IIA only, what recommended actions have been, or will be, undertaken and by when? (these should be drawn from 7 – 11 above) Please complete:**

Specific actions (as a result of the IIA which may include financial implications, mitigating actions and risks of cumulative impacts)	Who will take them forward (name and job title)	Deadline for progressing	Review date
N/A	N/A	N/A	N/A

- 14. Are there any negative impacts in section 8 for which there are no identified mitigating actions?**

Not applicable

- 15. How will you monitor how this proposal affects different groups, including people with protected characteristics?**

This policy is internally facing and there are no major anticipated effects on the population groups cited in previous sections.

The policy will be reviewed as and when a change to the existing policy deems this necessary, primarily as a result of changes to legislation or statute; agreement of new national terms and conditions of service or Government Policy; organisational change; or resulting from changes agreed through Trade Union Consultation

16. Sign off by Head of Service

Name Craig Russell, Head of Employment Law and Investigations Team

Date 22.03.2024

17. Publication

Completed and signed IIAs should be sent to:

integratedimpactassessments@edinburgh.gov.uk to be published on the Council website www.edinburgh.gov.uk/impactassessments

Edinburgh Integration Joint Board/Health and Social Care

sarah.bryson@edinburgh.gov.uk to be published at

www.edinburghhsc.scot/the-ijb/integrated-impact-assessments/