

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:	Relocation Policy		
Purpose and anticipated outcomes of the policy:	To ensure that we deal with all relocation requests fairly and in line with HMRC Guidance.		
Is this a new or existing policy?	New	X (revised)	Existing
List of participants in Equality Impact Assessment Process:	Kirstine Rankin- Senior OD Adviser Jacqui Duncan – OD Adviser Heather Moonlight- OD Assistant Linda McKenna – Equalities and Engagement Adviser		
Date assessment started:	1/2/16	Completion Date:	

Please indicate who is likely to be affected by the policy: For example Care service providers/users, men, women, young people, people with disabilities	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).
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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
Like many other public sector bodies we offer relocation expenses. However, this is not very often. In the last 12 months we have one request for relocation expenses.	Internal evidence.

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

N/A

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

We have developed the draft Relocation Policy through a number of consultation and engagement exercises including:

- Discussion with Policy Review Group
- Internal consultation with teams via 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 and consultation has not identified any potential for impacts on this protected group at this stage.
Disability		x	The research and consultation has not identified any potential for impacts on this protected group at this stage.
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 and consultation has not identified any potential for impacts on this protected group at this stage.
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	
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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. 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 OD Team.

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 purpose and intended outcomes of the policy do not seek to advance equality of opportunity. However, we will monitor it's usage to ensure that it is applied consistently to all employees regardless of protected characteristic.

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:

As mentioned earlier this policy is not used very often, we have only had one employee submit relocation expenses in the past 12 months.

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

- The Relocation 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 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:	
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	June 2019