

EQUALITY IMPACT ASSESSMENT TEMPLATE

Section 1: Details of the Policy/Practice

Department/Team responsible for the policy:	Organisational and Workforce Development		
Name of Policy or Practice being assessed:	PDRS Policy		
Purpose and anticipated outcomes of the policy:	<p>The PDRS Policy provides guidance relating to the Care Inspectorate’s performance management process and the associated expectations of all employees.</p> <p>The anticipated outcomes of the policy include:</p> <ul style="list-style-type: none"> • Employee commit and are actively involved in the process • employees feel supported to develop and perform in their role • employees feel the process adds value to support them in their work and development <p>The policy, and associated process and guidance, have been designed to support individuals so that they can be their best at work. There is a lot of flexibility in terms of how the process can work for individuals. We expect any equalities issues (or anything else that impacts on an individual’s work or wellbeing) to be discussed during the formal one to one meeting and/ or informally so that the right supports are identified and put in place as appropriate.</p>		
Is this a new or existing policy?	New	X	Existing
List of participants in Equality Impact Assessment Process:	Hayley Rennie – OWD Assistant Jacqui Duncan – OWD Adviser Kirstine Rankin- OD Change Lead Katy Penman – Senior Equalities Adviser		
Date assessment started:	20/03/2018	Completion Date:	1/6/18

<p>Please indicate who is likely to be affected by the policy:</p> <p>For example Care service providers/users, men, women, young people, people with disabilities</p>	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
Age Older employees are less likely to be familiar with ICT software and therefore may be resistant to use it.	Age UK – technology and older people evidence review ¹
Disability Those with a learning disability may not be able to use 'standard' ICT software.	
Pregnancy and Maternity Employees returning to workplace after maternity leave can find the transition difficult and adjusting to the work environment can take some time.	NCT 2018 ²
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers) National culture can effect understanding and participation in the performance management process.	Multiple research papers on international HRM
Sex Females account for 49% of the labour market and 76% of all part-time workers in Scotland 42% of women employed in Scotland work part-time compared to 13% of men. Research highlights that women in part-time employment are less likely to apply for promotions.	Close the gap statistics ³

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

There was gaps in evidence for the following protected characteristics but this may be because there is potentially no limited impact on these areas:

- Sexual orientation
- Gender re-assignment
- Marriage and civil partnership
- Religion or belief

¹ Age UK. https://www.ageuk.org.uk/Documents/EN-GB/For-professionals/Research/Evidence_Review_Technology.pdf?dtrk=true

² NCT. <https://www.nct.org.uk/parenting/returning-work-after-maternity-leave>

³ Close the Gap. <https://www.closesthegap.org.uk/content/gap-statistics/>

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

We have developed the PDRS policy in consultation with the Policy Review Group and members of the PDRS working group. We have also tested the new process with a range of different stakeholders- staff, trade union representatives, managers, senior management and our Executive Group.

Are there any other groups to be consulted?

All internal stakeholders have been consulted.

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		We primarily have an older workforce and research suggests that this demographic may require additional support when using ICT software. Actions have been identified to ensure that the e-learning module is pitched at the lowest level of ICT skill required. Additional training and support will be implemented where required. We will also offer face to face training so staff have a choice in terms of support.
Disability	X		Actions have been identified to check the compatibility of the e-learning module and CLMS with dragon software. The e-learning module has been designed to support people with visual and hearing problems. We will also use subtitles on our Talking Head video. Alternative versions of our paperwork can be made available.
Gender Reassignment (Where a person is living as the opposite gender to their birth)		X	It is not considered that the policy will have potential for impact on this protected group(s).
Pregnancy and Maternity	X		We are committed to addressing this on an individual basis. On an individual's return to work they will be access the paperwork from our intranet site and will be given a copy of the printed guide. They will also be able to access the e-learning module and face to face training if they wish.
Race, ethnicity, colour, nationality or national origins (including Gypsy/Travellers, refugees, asylum seekers)	X		Actions have been identified to support those from different cultures to participate in the entire process by providing training and ensure we are fostering good working relationships.

Religion or belief (including non-belief)		X	It is not considered that the policy will have potential for impact on this protected group(s).
Sex/Gender	X		We are committed to addressing this on an individual basis to ensure that career opportunities are available to all staff.
Sexual Orientation		X	It is not considered that the policy will have potential for impact on this protected group(s).

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 applies to all employees and doesn't disadvantage any group.

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 seeks to involve all employees across all protected characteristics. Actions have been identified to ensure we involve those who may be at risk of being under-represented.

Which aspects of the policy seek to foster good relations between people who share a protected characteristic and those who do not?
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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. We are also aware of and promote human rights principles in line with the socio economic duty.

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 part of the project we developed a theory of change model and supporting evaluation framework which details how OWD will evaluate the new process from the date of implementation to three years post implementation. This means we can quickly identify and respond to changes that would help to improve the process.

The online system will mean that OWD will be able to report and monitor participation in the process.

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

- The PDRS Policy will be formally reviewed every three year- we will consult with the Policy Review Group (the group consists of colleagues from across the Care Inspectorate including employees and 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 every three years.
- The policy will be reviewed on an on-going basis e.g. if we receive intelligence 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	14/6/18