

The background of the slide features the coat of arms of the Government of Nunavut. It is a shield divided into four quadrants. The top-left quadrant shows a stylized yellow sun with rays. The top-right quadrant depicts a white caribou head with large antlers. The bottom-left quadrant features a white sailing ship on wavy lines representing water. The bottom-right quadrant shows a white eagle with spread wings perched on a branch. Above the shield is a crown with four points, each topped with a white flower. A white banner at the bottom of the shield contains the text "ANE FOR A'".

Agenda Item 14

Referral from Corporate Partnership Forum

Falkirk Council

Title: Referral from Corporate Partnership Forum
Meeting: Executive
Date: 17 October 2023
Submitted By: Director of Transformation, Communities & Corporate Services

1. Purpose of Report

- 1.1 The purpose of this report is to refer matters from the Corporate Partnership Forum to Executive for approval.
- 1.2 These papers support the enabler within the Council Plan of Valued Sustainable Workforce. Our workforce is essential to our successful delivery of the Council Plan.

2. It is recommended that Executive approve the updated:-

- (1) Health & Safety Strategy for immediate implementation;
- (2) Redeployment Policy for immediate implementation.

3. Impact on Climate Change Targets

- 3.1 The recommended decisions do not give rise to any material implications for the Council's climate change targets and obligations. Officer's assessment is that the proposed process will not lead to changes in service provision or the deployment of resources that would increase or decrease the emission of carbon.

4. Background

- 4.1 The Corporate Partnership Forum in September 2023, discussed and considered the Health & Safety Strategy and Redeployment Policy. Following consultation, it was agreed to refer both to Executive for approval.

5. Considerations

Updated H&S Strategy

- 5.1 This document outlines the Council's aims and priorities for Health and Safety over the 2023/26 period and how the Council will accomplish these. The Strategy outlines three main streams of work around continuing to improve the Council's incident reporting process, improving arrangements for Health & Safety and working with Service's to improve their governance arrangements for health and safety. Notable targets for this strategy include continuing to provide an online health & safety software package for incident reporting and risk assessments, the implementation of a H&S management system in line with ISO standards and reviewing the governance arrangements for the Safety Management Group and Service Management Teams.

Updated Policy - Redeployment

- 5.2 The new proposed policy changes how redeployment is managed by focussing on a self-service process. Employees within the redeployment process will now apply for posts directly on talentlink as opposed to completing a skills audit and applying via HR. Any redeployee application will be treated as a priority and considered in full before shortlisting of any other candidates. The Policy also provides updates in relation to substantive and recruiting manager responsibilities when dealing with redeployees.
- 5.3 Recruiting manager guidance in relation to shortlisting redeployees under the Recruitment & Selection Policy has also been updated to reflect the new process and a copy is referenced in the Policy.
- 5.4 In addition a new Social Care re-training programme has been incorporated into the Policy and a separate How to Document will be developed to support this.

6. Consultation

- 6.1 Employees, Services and Trade Unions have been consulted on the documents and comments considered, with changes made where appropriate. Trade Unions are content to refer the H&S Strategy and Redeployment policies in this report for approval and immediate implementation.

7. Implications

Financial

- 7.1 There will be costs associated with redeployment and retraining opportunities. Generally, these costs are met from existing budgets however, additional reserves of £50k was identified to support redeployment and retraining of roles that will not be retained in the future. Identified training costs for Health & Safety will be met from existing Service budgets. The ongoing procurement of the Health & Safety online system will have a direct cost to Services and be funded from existing service budgets.

Resources

- 7.2 Changes to the redeployment policy are towards a self-service process which will impact on resources for HR, managers and employees. There are resource implications arising from the Health & Safety Strategy for Services and the Health & Safety team.

Legal

- 7.3 Failure to comply with statutory requirements under Health & Safety Regulations may result in intervention by the Health & Safety Executive.

Risk

- 7.4 Failure to effectively manage health and safety risks may result in work related injuries or illnesses and intervention by the Health & Safety Executive. Failure to support redeployment opportunities will bring risk of unfair dismissal claims.

Equalities

- 7.5 All policies are intended to ensure fairness and equality of opportunity. Equality and Poverty Impact assessments have been completed and no adverse impact has been identified.

8. Conclusions

- 8.1 Executive is asked to consider the attached and approve the Health & Safety Strategy and Redeployment Policy as noted above.

.....
Director of Transformation, Communities & Corporate Services

Date: 4 October 2023

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Appendices:-

Appendix 1 – Health & Safety Strategy
Appendix 2 – Redeployment Policy
Appendix 3 - Health & Safety EPIA
Appendix 4 - Redeployment Policy EPIA

List of Background Papers:

None

Falkirk Council Health & Safety Strategy 2023 - 2026

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Strategic Aims and Objectives

This document outlines the Council's aims for health and safety over the 2023/26 period and how the Council will accomplish these.

The Council's overarching aim is to provide a safe and healthy workplace for employees and individuals engaging with Council services. Additionally, implementing this strategy will assist the Council in developing a positive safety culture. This strategy aligns with our corporate values:

- Responsive – we will engage with our employees to address their health and safety concerns and involve them in decision making to manage health and safety risks.
- Innovative – we will adopt new technology and ways of working to improve the health and safety of our employees.
- Trusted – we will be open and honest about how we manage health and safety risks with our employees and those affected by our work.
- Ambitious – we will continually improve our health and safety performance and seek ways to improve service delivery safely.

The Council's strategic aims are to:

- Improve the reporting and investigation of workplace incidents
- Improve health & safety management arrangements
- Improve health & safety governance arrangements across the Council

In order to achieve its strategic aims the Council will pursue the following objectives:

Improve the reporting and investigation of workplace incidents

- Deliver a programme of learning events for managers and employees regarding the use of the online reporting system.
- Undertake qualitative analysis of workplace incidents to identify areas of improvement for Services regarding incident management.
- Review Key Performance Indicators across the Council regarding workplace incidents.

Improve health & safety management arrangements

- Transition the Council to a safety management system aligned with the requirements of ISO 45001.
- Develop a safety management system audit schedule for all Council Services.
- Provide an online platform for Services to manage their health & safety risks

Improve health & safety governance arrangements across the Council

- Review the role and function of the Council's Safety Management Group
- Review the governance arrangements across Falkirk Council to ensure that Services are best positioned to manage their health & safety risks.
- Review training requirements for managers in order to improve decision making regarding safety risks.

Improve the reporting and investigation of workplace incidents

Effective incident management plays a critical role in reducing harm to employees, service users and members of the public. In addition, it helps to mitigate losses associated with workplace incidents such as lost productivity, financial loss due to civil claims and increased sick pay and can minimise or prevent reputational damage to the Council stemming from direct engagement with the Health & Safety Executive.

Deliver a programme of learning events for managers and employees regarding the use of the online reporting system.

Increasing knowledge amongst the workforce regarding use of the online Incident Reporting module is critical to help ensuring incidents are reported accurately and in a timely fashion. Additionally, this helps improve confidence of all employees that the reporting system works in a beneficial manner for all users.

In addition to the current online resources available for employees in using the reporting system, a supplementary learning programme will be delivered by the Health, Safety & Wellbeing team.

This programme will be focussed on achieving the following outcomes:

- Improve the understanding on what does and does not need to be reported within the online reporting system.
- Improve the quality of manager investigations by providing increased knowledge of root cause analysis and applying it to workplace incidents.
- Identify and remedy local issues with access to the reporting system for incident reporting and officer with systems access.

Undertake qualitative analysis of workplace incidents to identify areas of improvement for Services regarding incident management.

Providing Services with better business intelligence on the Council's incident reporting process will enable them to undertake better internal scrutiny of reporting practices. Additionally, it will assist in highlighting areas where further support is needed to ensure reporting processes across the Council are accurate.

This will assist the Council in undertaking more informed improvement work related to incident reporting and also improve practices locally. This in turn will help provide a safer work environment and improve safety culture, as well as, mitigate against financial and productivity losses associated with workplace incidents.

This analysis will provide services with a regular update that:

- Assesses a random sample of incidents within the Service.
- Identifies non-conformances with the management of incident reporting within local work area incident reporting and investigation.
- Develops tailored responses to themes developing within management investigations.

Falkirk Council Health & Safety Strategy 2023 - 2026

Review Key Performance Indicators across the Council regarding workplace incidents.

All Services benefit from being better informed about the safety management performance. Providing Services with regular information regarding agreed performance indicators allows for improved decision making and a greater ability to reduce costs associated with workplace incidents.

By reviewing Key Performance Indicators across the Council we can ensure that:

- All Services will receive a standard KPI report with agreed indicators across the Council.
- Additional KPIs which benefit the Service will be added to individual reports which allow for improved decision making at SMT level.
- Better visibility and ability to address emerging risks.

Improve health & safety management arrangements

Improving health & safety management arrangements will provide Services with the tools they need to have a higher level of accountability and achieve better health & safety performance. This will modernise our health and safety arrangement and support Services to meet their statutory responsibilities, manage safety risks associated with their work, and help ensure continual improvement. Achieving this goal will ensure consistency across Council services, reduce potential liability and allow services to better demonstrate their health and safety arrangements when tendering for external work.

Transition the Council to a safety management system aligned with the requirements of ISO 45001.

Updating the Council's safety management arrangement to conform to ISO 45001 will improve these arrangements and provide assurance that the Council is seeking continual improvement in safety performance. Additionally, may provide commercial opportunities for the Health, Safety & Wellbeing team to generate income in the future.

This transition will:

- Provide a robust framework for safety management within the Council
- Enable areas of the Council to achieve ISO 45001 certification in order to assist with bidding for external work
- Provide the Health, Safety & Wellbeing team with valuable experience working with the ISO standard which can translate to revenue raising opportunities in the future

Develop a safety management system audit schedule for all Council Services.

Critical to the success of any organisation's safety performance is understanding where it can improve. Implementing a comprehensive audit programme of Service safety arrangements will provide Directors with a greater level of understanding of areas of safety management they need to focus on and recognise areas within their Service that are achieving a high level of performance. Separate to the Premises Manager Handbook audits, this programme will focus on management arrangements for health & safety and assist Service Managers in improving their health and safety standards.

This audit programme will:

- Provide support to higher risk Council areas
- Allow for better monitoring of areas of concern regarding safety management
- Highlight areas of good practice and allow for learning across Council Services

Provide an online platform for Services to manage their health & safety risks

Continuing to provide an online platform for health & safety will help the Council meet its aims of being a digital Council. Additionally, this will provide the Council

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with a simpler, more robust way of managing its health & safety risk assessments, incidents and audit.

Continuing to maintain an online platform will:

- Provide employees with a simple, accessible way to report workplace incidents
- Monitor the progression of actions identified as part of workplace audits and incident investigations.
- Collect information which allows for up to date reporting on KPIs and areas of interest for senior management

Improve health & safety governance arrangements across the Council.

Improving governance arrangements for health and safety across the Council will help in providing better assurance to senior leadership within the Council regarding the management of safety risks. This will also assist in providing clear lines of responsibility and accountability regarding the management of workplace risks.

Review the role and function of the Council's Safety Management Group

The Council's Safety Management Group operates within the Council's existing risk management framework and sits beneath the Corporate Risk Management Group. Ensuring this group meets the emerging needs of the Council in relation to safety management is critical to delivering an innovative approach across the Council.

Reviewing the function of this group will assist in:

- Ensuring this strategy is monitored appropriately.
- Clarify and improve the relationships between the Safety Management Group & Services.
- Enable the group to act as a steering group for the implementation of the Council's online Health & Safety platform.

Review the governance arrangements across Falkirk Council to ensure that Services are best positioned to manage their health & safety risks.

Improving governance arrangements within Services for Health & Safety will assist Directors in ensuring that the risks associated with their areas work is managed appropriately. This review will help Services

- Create clearer lines of accountability from Director to frontline employee level regarding health & safety responsibilities.
- Improve management of local health & safety issues ensuring the action management capability of the health and safety online system is included with Service performance monitoring. Using the information held in the online system to identify and monitor actions and Service performance.
- Establish a more open and honest safety management structure for managers and employees.

Review training requirements for managers in order to improve decision making regarding safety risks.

More knowledgeable managers are able to better identify and manage safety risks within their work areas and address concerns raised by employees and Trade Unions. This will improve safety management within the Council by.

- Creating a minimum standard of competency for managers regarding health & safety.
- Help improve local decision making on health & safety issues.
- Assist managers to better implement audit recommendations.

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Action	Responsible Person	Completion Date
Improve the reporting and investigation of workplace incidents		
Deliver a programme of learning events for managers and employees regarding the use of the online reporting system (schedule to be published after Strategy approval).	Senior Health Safety & Wellbeing Advisor	Ongoing to 31 December 2026
Undertake qualitative analysis of workplace incidents to identify areas of improvement for Services regarding incident management.	Senior Health, Safety & Wellbeing Advisor	Every 6 months
Review Key Performance Indicators across the Council regarding workplace incidents.	Senior Health, Safety & Wellbeing Advisor	31 July 2023 (Completed)
Improve health & safety management arrangements		
Transition the Council to a safety management system aligned with the requirements of ISO 45001.	Senior Health, Safety & Wellbeing Advisor	Ongoing to 31 December 2026
Develop a safety management system audit schedule for all Council Services.	Senior Health, Safety & Wellbeing Advisor	30 June 2023 – Completed (audit programme will be ongoing thereafter)
Provide an online platform for Services to manage their health & safety risks	Senior Health, Safety & Wellbeing Advisor	30 November 2023
Improve health & safety governance arrangements across the Council		
Review the role and function of the Council's Safety Management Group	Senior Health, Safety & Wellbeing Advisor	30 September 2023 (Completed)

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Review the governance arrangements across Falkirk Council to ensure that Services are best positioned to manage their health & safety risks.	Senior Health, Safety & Wellbeing Advisor	30 October 2025
Review training requirements for managers in order to improve decision making regarding safety risks.	Senior Health, Safety & Wellbeing Advisor	30 June 2024

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We recognise that employees are our most important asset and that on occasion redeployment may be considered as an option to help support a particular situation. This is a positive measure to enable us to retain skills, experience and knowledge within the workforce.

Redeployment does not guarantee alternative employment. It provides a mechanism for employees who have been registered for redeployment to have the opportunity to be considered for other suitable posts within the Council.

Redeployment is available to existing employees. Modern Apprentices have a separate redeployment process which is co-ordinated by the Employment Training Unit. However, whilst there is a separate process for Modern Apprentices, Falkirk Council employees take priority for consideration of posts.

Employees who are in the redeployment process are encouraged to give consideration to the Social Care Re-training Programme as an option for alternative employment [\(link to SC Re-Training Programme 'how to' document - currently under development\)](#)

Redeployment Policy

Identifying the Need for Redeployment

Redeployment can be considered for a number of reasons, including:

- **Health related capability**
Where a recommendation from Occupational Health (OH) advises that redeployment should be considered on health grounds. This covers both long and short term absences. It may also relate to situations where OH recommend that an employee be temporarily redeployed to help them return to work. In these situations the Manager should determine if this can be accommodated by alternative duties or reasonable adjustment within the workplace or whether formal redeployment is more suitable.
- **Performance related capability**
Where an employee has been unable to achieve the required standards or qualifications necessary for their post, redeployment can be considered as part of the formal stages of the Capability Policy.
- **Change management/restructuring**
The changing needs of the Council may affect staffing requirements and where appropriate, redeployment should be considered.
- **End of temporary posts**
In certain circumstances it may be appropriate for redeployment to be considered for temporary employees with 2 or more years service, in line with the Temporary Employment Policy.
- **Discipline, Grievance or Dignity at Work**
Redeployment can be considered where this is a recommendation of a hearing or appeal or where an employee is unable to remain in their substantive post.

All potential redeployment cases must be discussed with the relevant HR Business Partner before an employee is registered for redeployment.

Where a manager needs to register an employee for redeployment, they should follow the guidance in [How to start redeployment](#).

Redeployment Process

The redeployment process is a self-serve model primarily led by the employee and their line manager with support & guidance from Human Resources.

Guidance for employees, substantive and recruiting managers is covered in the Redeployment How to Documents. Additional guidance for recruiting managers in respect to shortlisting applications from redeployment candidates is covered in the Recruitment and Selection Policy – How to Shortlist for Interview. {LINK TO BE INSERTED}

Redeployment Period

An employee can be in the redeployment process for a maximum of 12 weeks. Employees are encouraged to check myjobscotland on a daily basis during their time in the redeployment process to ensure no opportunities are missed.

Redeployment Policy

If a temporary contract is being ended, managers should ensure, where appropriate, that an employee is registered for redeployment as soon as possible. Contracts will not be extended to accommodate this.

In a potential redundancy situation, the redeployment process will last until the end of any statutory notice period.

More guidance can be found in [How to do a Redeployment Search](#).

Redeployment Applications

Employees will apply for posts directly using the normal recruitment and selection process on myjobscotland - [Jobs | Falkirk Council | myjobscotland](#). Employees can sign up for job alerts and details relating to this are included in How to do a Redeployment Search.

Services **must** consider all redeployment applications. Where a candidate has indicated they are a redeployee, they must be treated as a priority candidate and their application must be considered in full before shortlisting any other candidates.

If the redeployee meets the essential criteria of a post they should be considered for the post as a priority interview. If only one redeployee applies, an informal chat can take place rather than a formal interview. If more than one redeployee applies and meet the criteria it should be progressed as a formal interview between both redeployees. Falkirk Council employees should be considered as a priority before any Modern Apprentices or Graduates.

Where a manager doesn't progress with an application from a redeployment candidate it should be managed in the same way as a GIS candidate. This means that justification for the decision must be made in writing to the redeployee and must be clear as to which essential criteria the redeployee does not meet. It is important to note that this information may be required, for example, if a case were to progress to Appeals Committee or an Employment Tribunal. The reason(s) should be discussed with their HR Business Partner before issuing. Where possible, justifications should contain detailed and constructive feedback as this will be shared with the redeployee to assist with future applications. Details of the process relating to GIS candidates, which should also be followed for redeployees, can be found at How to Shortlist for Interview under the Council's Recruitment & Selection Policy. **{LINK TO BE INSERTED}**

Work Trials

If a manager wishes to progress an application from a redeployee, they can offer them a work trial. This is a two-way process which gives the redeployee and the recruiting manager time to decide whether the new job is suitable and to explore how any concerns/issues could be resolved. A redeployment work trial will last 4 weeks although this may be extended where the recruiting manager feels that this will not allow for a reasonable period of assessment. The extension should be for no more than 2 weeks.

More information on setting up work trials and who covers the cost of these can be found in [How to implement and support work trials](#).

During the trial period, the redeployee will remain on the grade and terms and

Redeployment Policy

conditions of their substantive contract of employment, funded by their original Service. A redeployee will not be expected to work more than their contracted hours during a work trial, however, in cases where a redeployee is moving into a post with more hours, this can be discussed with the employee if they wish to agree to the additional hours. Any additional hours worked will be paid for at the rate of the new post and paid for by the incoming Service. If the work trial is for less than the contracted hours the redeployee and substantive manager should agree how the balance of hours will be managed.

Redeployment Outcomes

There are two possible outcomes at the end of the redeployment search:

1. Successful Redeployment

- If the employee is offered an alternative post, the substantive line manager must complete the necessary changes through HR Forms Plus for an employee leaving post. The new manager will then process the new start paperwork for adding the employee to their team.
- Letters will be issued from Staffing & Recruitment Team. It is therefore important to ensure that Redeployment is noted as reason for new post so the appropriate wording can be included, particularly in relation to a temporary post.
- In situations where the employee is redeployed into a temporary post, they will be eligible for a further period of redeployment before the end of the temporary contract. The new temporary/recruiting manager will be responsible for ensuring the redeployee is registered for redeployment at the relevant time.
- There will be no personal pay protection where the new post is graded lower than the substantive post but placing within the new grade will take account of personal learning needed for the post and the spinal column point placing of peers in the team. Redeployees accepting a lower graded post or lower hours should be made aware of the pension implications. In some situations a Certificate of Protection of Pension Benefits can be requested however advice should be sought from the Pensions team on this.
- Any permanent employee who is redeployed to a temporary post will retain their right to be redeployed to a permanent post with Falkirk Council should that become available but will have no right to return to their substantive post. This will be noted in the offer of any new post. In these circumstances, the manager of the temporary post will have management responsibility for the employee and will submit a further request for redeployment when required. Any further period of redeployment will be for a maximum of 12 weeks before the end of the temporary contract. This does not apply where the employee

Redeployment Policy

was temporarily redeployed on health grounds to facilitate a return to their substantive role.

2. Unsuccessful Redeployment

- The substantive manager should review progress midway through the redeployment period. If the redeployment search is failing to secure an alternative post, they should ensure they proactively manage this process. If no progress is being made, they should seek advice from the HR Business Partner. If a formal hearing is being considered, they may begin preparation of a capability report before the end of the 12 weeks.
- At the end of the redeployment period, where no suitable alternative post is identified, the substantive manager must meet with the redeployee to discuss the next steps. If appropriate, a formal Hearing may be scheduled.
- In cases where a permanent employee has been redeployed to a temporary post and no further work is available, it will be the responsibility of the new manager to progress the redeployment process and the next steps.
- To ensure flexibility and continued support, following the end of the recognised redeployment period and whilst their case is being managed e.g capability process, the employee may still apply for posts that are advertised. They should ensure their manager is updated on any progress of applications during this time. An employee will still be given the same level of priority for any applications during this time.
- Employees should only be referred back for a further period of redeployment in exceptional circumstances and any decision relating to this should be clearly documented. Any extension to the redeployment search would normally be for a maximum of 6 weeks.

Temporary Employees

Temporary employees with over 2 years' service who have been redeployed to a further temporary post will be offered a redeployment search for up to 12 weeks before the end date of the most recent temporary contract. Where no suitable alternative post is identified the redeployee will be given notice in line with their contract and they will remain in the redeployment process until the end of their notice period.

Roles & Responsibilities

Employees

For redeployment to be successful, it is important that employees fully engage and co-operate with the process. To get the best from this process employees need to be proactive and open minded. Employees are expected to:

- Complete and submit an application for any post they are interested in.
- Attend meetings/ be available for calls as requested to discuss the redeployment process.

Redeployment Policy

- Be realistic about whether redeployment is an option.
- Regularly check the vacancies on the Falkirk Council page or on www.myjobscotland.gov.uk and identify posts they consider as possible suitable redeployment options.
- Be committed to looking for suitable alternative employment both within and outwith Falkirk Council.
- Be flexible in the redeployment search and consider temporary posts and those graded at a lower salary.
- Consider short term temporary assignments, for example temporary cover arrangements as a way to increase skills and experience.
- Undertake relevant online training available on OLLE.
- Seek any support as required for completing an application form or in attending interviews.

Substantive Managers

- Meet with the employee as soon as redeployment is identified as appropriate, to explain the process and agree whether redeployment is a realistic option for them
- Confirm the redeployment details to the HR Helpdesk for reporting purposes
- Continue to manage the employee in line with relevant procedures where applicable for example Managing Sickness Absence Policy, Capability Policy, Temporary Employment Policy etc.
- Maintain regular contact with the employee during the redeployment search to provide support. This should take place at least every 2 weeks.
- Liaise with relevant HR Business Partner throughout the process to seek advice and guidance as required and act promptly in line with relevant procedures where a redeployment opportunity is not identified.
- Provide support to employees who are unable to access online systems

Recruiting Managers

- **Must** consider any applications from suitable employees in the redeployment process who meet the essential criteria for vacancies within the team, including temporary posts.
- If an application from an employee in the redeployment process meets the essential criteria, recruiting managers **must** meet/interview this applicant(s) in advance of considering other applicants. Consideration of other applications will include shortlisting and/or invitation to interview.
- Provide support to employees using agreed action plans for training.
- Carry out any necessary recruitment checks before confirming appointments.
- Review any work trials being undertaken within the team.
- Notify HR Helpdesk of any redeployment cases being managed and outcomes at hrhelpdesk@falkirk.gov.uk.

Redeployment Policy

Human Resources

- Maintain the Council's Redeployment Register which will be used for reporting purposes of number of cases and outcomes.
- Assist managers throughout the process to ensure that all procedural and legislative requirements are met.
- Provide support to employees, on request, for completion of application forms and interviews, support if they do not have access to online systems, as well as general queries on the redeployment process.

Support to employees and managers

Whilst the Redeployment process will be a self-serve approach, support will be available to employees and managers throughout all stages of the process and will include:

General queries – employees or managers can contact the HR Helpdesk at hrhelpdesk@falkirk.gov.uk or 01324 506220 (option 1) for any general queries relating to the process.

Myjobscotland queries – employees or managers can contact Staffing & Recruitment Team at staffing.recruitment@falkirk.gov.uk for any queries relating to registering for the myjobscotland vacancy alerts.

Help and support is also available from the Organisational Development Team in relation to preparing for an interview. If a redeployee would like some help in how to prepare they should contact the OD team at **EMAIL TO BE INSERTED.**

The Recruitment & Selection Training on OLLE will include a section about Redeployment and managers should review this to familiarise themselves with relevant actions.

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This How To document provides guidance to managers in making redeployment referrals and to understand their roles and responsibilities in the process. It also outlines employees' involvement at the start of the process.

Agreeing Redeployment

Substantive managers should discuss the potential reason for redeployment with their HR Business Partner and also ensure no alternatives are available, for example reasonable adjustments.

Manager responsibilities

Redeployment Meeting

Once the need for redeployment has been identified, this should be discussed with the employee to confirm that redeployment is being considered, discuss the reasons for this and ensure that they agree to engage in the process. These discussions may be part of a meeting convened as part of, for example, the Capability procedure or may also be a separate meeting, whichever is relevant in the circumstances. Employees should be given a written invite to this meeting and be reminded that they may choose to bring a colleague or TU representative with them.

How To Start Redeployment

The meeting provides an opportunity to:

- Review the reason for redeployment, for example, in health-related redeployment cases, consideration should be given as to whether reasonable adjustments could be made to the employee's substantive role (in consultation with Occupational Health (OH)) before confirming redeployment as an option
- Discuss with the employee whether redeployment is a realistic option for them or whether other alternatives are available
- Seek their agreement that they wish to engage in the process
- Explain the redeployment process and provide a copy of or link to the Redeployment Policy **{INSERT LINK OF NEW POLICY}** for future reference
- If an employee indicates that they do not wish to be redeployed or engage in the process, they need to be made aware of the potential consequences for their continued employment and be asked to confirm this in writing. Further advice should be sought from the HR Business Partner at this stage
- Explain that, while they are in the redeployment process, they may be offered periods of short-term assignments to enhance their skills and experience
- Explain that the Council's vacancies are advertised on [myjobscotland](https://myjobscotland.gov.uk/) and that it is their responsibility to regularly check the vacancies on the website and apply for the posts directly on myjobscotland - [Home | myjobscotland](https://myjobscotland.gov.uk/)
- Refer the employee to the [How to do a Redeployment Search](#) document for further information
- Explain length of redeployment search (max 12 weeks)
- All details relating to the conversation with the employee should be confirmed in writing. Template letters will be available from Human Resources at hrhelpdesk@falkirk.gov.uk.

Employees on Sick Leave

An employee may be on sick leave at the start of the redeployment process, however, they can start the redeployment process subject to OH advice. In situations where an employee may be returning to work to undertake work experience, they should be advised by their manager that their annual leave accrued during their absence may be used to facilitate a phased return to work in line with the Council's Managing Sickness Absence Policy. Accrued leave would not normally be used to facilitate a longer work trial.

Redeployment Registration

- Substantive manager should complete the Redeployment Registration form **{INSERT LINK}** and email this to hrhelpdesk@falkirk.gov.uk. This confirms the employee is entering into redeployment following discussion with the HR Business Partner and the employee.
- HR Helpdesk will update the details on a central register for reporting purposes only.
- On receipt of the registration, HR Helpdesk will send a confirmation email the manager and the employee (cc'ing the HR Business Partner) to confirm receipt as well as the process to be followed. The start and end date of the redeployment process will also be confirmed.

How To Start Redeployment

Completing the Redeployment Registration Form

- Substantive managers should ensure that all relevant contact information for the employee is up to date on the registration form.
- The following information should be included:
 - Employee details
 - Reason for redeployment
 - Start and end date of redeployment
 - Length of service in their current role
 - Any restrictions on the redeployment to be considered

Substantive managers will still have management responsibility for the employee and should maintain regular contact with them during the redeployment period. This should take place no less than every 2 weeks.

Employee Responsibilities

It is important that employees fully engage in the redeployment process. An employee is expected to attend meetings with their manager as requested to discuss the redeployment process.

Employees should confirm their engagement with the redeployment process and understand the consequences of not participating.

Employees will be responsible for applying for posts they are interested in via the myjobscotland portal. They should take an active role in their job search and ensure they keep their manager updated on the job search process.

Further information for employees on applying for posts is included in the **How to undertake a Redeployment Search** document.

Redeployment Register

Once the paperwork has been completed and sent to the HR Helpdesk, the employee's details will be entered onto a Redeployment Register which will be overseen by the HR Helpdesk. This records all redeployment requests and will be used for reporting purposes only.

Timescales

The redeployment period will normally last for a maximum of 12 weeks and it is the employee's responsibility to apply for any posts that they are interested in during this period. Substantive managers should maintain contact with the employee as part of the ongoing process to explore options available, including discussing potential redeployment opportunities. Where a potential redeployment opportunity is identified and if a work trial is offered, it will normally last for 4 weeks. This may be extended where a recruiting manager feels they have not been able to assess the redeployee's skills in the time available or where OH advises phasing back to work over a longer period of time. An extension period should be for no more than 2 weeks.

How To Start Redeployment

Details on work trials can be found at [How to implement and support a work trial document](#).

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This How To document provides guidance relating to redeployment searches as well as responsibilities of employees and managers throughout this process.

Redeployment Search

Registering for Vacancies

All vacancies are advertised on [Inside Falkirk](#), www.myjobscotland.gov.uk (MJS) and also on www.falkirk.gov.uk. Employees should keep a regular check on these links to keep up to date with available vacancies. Employees should also register on www.myjobscotland.gov.uk as soon as possible once they have started the redeployment process. Employees can also register to receive vacancy updates from MJS so they receive notifications of external vacancies being advertised. These are not part of the redeployment process but may assist employees in finding suitable alternative employment.

Guidance for registering for vacancy alerts is available from Staffing & Recruitment (staffing.recruitment@falkirk.gov.uk)

The Redeployment Search

General Principles

- There is no requirement for Falkirk Council to create a new post for the purposes of redeployment.
- Redeployees are expected to play an active role in their job search, by checking the vacancies and applying for posts directly using the normal recruitment application process on [myjobscotland](https://myjobscotland.gov.uk/). All applications should be made before the closing date.
- Both permanent and temporary posts should be considered, as a temporary post may offer an opportunity for training and work experience before a permanent post becomes available. Temporary posts must be available for a minimum of 12 weeks to be considered suitable for redeployment.
- Services must consider all redeployment applications.
- Where a redeployee meets the essential criteria of a post they must be considered for the post as a priority interview.
- When considering a post for redeployment it may not always be possible to identify posts similar in grade, status or hours to the redeployee's substantive role. Redeployees are encouraged to consider all vacancies and be flexible when considering opportunities at a different grade, working hours or location.
- If a post is offered, there will be no personal pay protection where the new post is graded lower than the substantive post but placing within the new grade will be at a level to minimise any difference.
- If a temporary post is secured, the redeployee will be eligible for further period(s) of redeployment search before the end of the temporary post.
- During the redeployment period, the substantive line manager will retain management responsibility for the redeployee and the redeployment process.
- If an employee is successful in securing a new temporary post following a redeployment search, management responsibility will pass to the recruiting manager.
- In situations where the employee is given the opportunity for temporary work experience to enhance their skills or experience during the redeployment period, management responsibility will remain with the substantive manager.

Identifying Redeployment Opportunities

When an employee identifies a post that may be suitable for redeployment they should apply for this directly on [myjobscotland](https://myjobscotland.gov.uk/).

Employees should take the time to tailor their application to the post they are applying for as the recruiting manager will assess the application against the skills/qualifications required for that particular post. If an employee meets the essential criteria for the post the manager will arrange to meet with them for an informal chat.

Due to the number of individuals in the redeployment process at any given time, there may be other redeployees with a similar skill set who are interested in the same vacancy. In these circumstances a competitive selection process may be required.

The Redeployment Search

Support from Human Resources is available to employees for completion of application forms and interviews. Employees can contact HR Helpdesk at hrhelpdesk@falkirk.gov.uk.

Work Trials

If an employee meets the essential criteria of the post and, following an informal chat or interview, are successful they will be offered a work trial. This is a two-way process to give both employee and the recruiting manager time to decide whether the new job is suitable. A redeployment work trial will normally last 4 weeks although this may be extended where the recruiting manager feels that this will not allow for a reasonable period of assessment. The extension period should be for no more than 2 weeks.

Further details relating to work trials can be found in [How to implement and support work trials](#).

Failure to Secure an Alternative Post

If an employee does not secure a suitable alternative post, or a work trial has been unsuccessful, their substantive manager will arrange to meet with them to discuss the next steps.

Employees should only be referred back for a further period of redeployment in exceptional circumstances and any decision relating to this should be clearly documented. Any extension to the redeployment search would normally be for a maximum of 6 weeks.

How to Implement and Support Work Trials

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This How To document provides managers and employees with guidance relating to work trials, how to support these and their roles and responsibilities within this process.

Work Trial

A redeployment work trial will last for 4 weeks although this may be extended where the recruiting manager feels that this will not allow for a reasonable period of assessment. The extension period should be for no more than 2 weeks.

During the trial period, the redeployee will remain on the grade and terms and conditions of their substantive contract of employment, funded by their original Service. A redeployee will not be expected to work more than their contracted hours during a work trial, however, in cases where a redeployee is moving into a post with more hours, this can be discussed with the employee if they wish to agree to the additional hours. The substantive manager and recruiting manager will need to agree who will pay for additional hours. Any additional hours worked will be paid for at the rate of the new post.

If a redeployee is offered a work trial on less contracted hours, they should discuss this with their substantive manager to agree how the balance of hours will be managed. For example, they may agree an alternative where the balance of hours can be worked on a temporary basis or whether a reduction in contracted hours can be agreed for the duration of the work trial.

How to Implement and Support Work Trials

If a Disclosure or PVG check is required for the new post, this should be carried out in advance of the work trial. Checks should be carried out as soon as possible to ensure no unnecessary delays in starting the trial. Employees are responsible for covering the costs of any PVG/Disclosure checks required.

Redeployees will be discouraged from taking periods of annual leave during a work trial unless accrued leave is being used to facilitate a phased return to work.

During the trial period the recruiting manager should:

- Agree a work plan with the redeployee
- Carry out appropriate induction
- Ensure appropriate support/mentoring is in place
- Ensure regular 1:1s take place to discuss/review progress
- Identify development needs and provide training

During the trial period if a redeployee becomes unfit, they should follow normal sickness absence procedures and notify both the substantive manager and the recruiting manager. If the absence continues beyond 2 weeks the work trial will immediately cease and, where appropriate, the redeployee will be referred to Occupational Health.

Details of the work trial arrangements will be confirmed by the recruiting manager in writing to the employee. Template letters are available from Human Resources at hrhelpdesk@falkirk.gov.uk.

Completion of a Work Trial

On the completion of a work trial, the recruiting manager should arrange a review meeting with the redeployee to feed back on the trial and identify any strengths, areas for development and training gaps. The employee may have a representative present at this meeting. Details of any discussion will be followed up in writing by the recruiting manager and they can contact their HR Business Partner to ascertain if they should also attend. The recruiting manager must also make the substantive manager & HR Helpdesk aware of the outcome of the work trial.

Successful Redeployment Work Trial

Where it is considered that a redeployee meets or is close to meeting the minimum standards required of the post, then they should be offered the post.

There will be no personal pay protection where the new post is graded lower than the substantive post but placing within the new grade will be at a level to minimise any difference. Redeployees accepting a lower graded post or lower hours should be made aware of the pension implications. In some situations a Certificate of Protection of Pension Benefits can be requested however advice should be sought from the Pensions team on this.

A formal offer of employment will be made by the recruiting manager on the new terms and conditions of the post using HR Forms Plus New Appointment Form. The recruiting manager will advise the substantive manager to ensure the previous contract is terminated and that there are no breaks in the employee's service. The

How to Implement and Support Work Trials

substantive manager is responsible for completing the Employee Leaving Post form on HR Forms Plus.

The recruiting manager should refer to the [Redeployment Checklist](#) to ensure all relevant steps have been taken.

The recruiting manager should also email hrhelpdesk@falkirk.gov.uk to confirm an offer is being made so that the redeployment register can be updated.

Redeployment to a Temporary Post

Any permanent employee who is redeployed to a temporary post will retain their right to be redeployed to a permanent post with Falkirk Council should that become available but will have no right to return to their substantive post. This must be included in the offer of any new post. In these circumstances, the manager of the temporary post will have management responsibility for the employee and will submit a further request for redeployment when required. Any further period of redeployment will be for a maximum of 12 weeks before the end of the temporary contract. This does not apply where the employee was temporarily redeployed on health grounds to facilitate a return to their substantive role.

Extended Work Trial

If there are doubts about the capability of the redeployee to carry out the duties of the post, then an extension to the trial period may be agreed to allow for a further assessment to be made. This should be considered no later than 3 weeks into the work trial to allow discussions to take place with the substantive service regarding continued payment of the work trial beyond the 4 week period or whether this will need to be picked up by the recruiting service.

If an extension is agreed, this should be confirmed in writing to the employee by the recruiting manager. Any extension to the redeployment search would normally be for a maximum of 6 weeks.

Unsuccessful Work Trial

In cases where the redeployee clearly does not meet the minimum standards required of the post despite appropriate support, training and reasonable adjustments, then the trial will be considered to have been unsuccessful. The recruiting manager will discuss this with the employee, and they should also ensure they notify the substantive manager.

Where the employee meets the minimum standards required of the post, but decides against accepting a job offer, the case will be referred back to the substantive line manager for consideration and where relevant, progressed to an appropriate hearing. Alternatively, if there is still time left within the period of redeployment, the employee can continue to apply for suitable alternative posts.

The recruiting manager will notify the substantive manager of the outcome of the work trial and write to the employee to confirm the next steps of the process.

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How to shortlist for interview

Shortlisting

The interview panel should carry out shortlisting within two weeks of the closing date of the job advert. If there is a delay in shortlisting, the chairperson is responsible for advising all candidates using Talentlink.

Selection of the Interview Panel

The chairperson is normally the recruiting manager and is responsible for the whole recruitment process. Panel members should stay the same throughout the process. The chairperson must be trained and panel members should be trained in Recruitment and Selection before participating in any part of the process. There is an online learning package as well as a practical skills course to assist with this.

There should be three panel members to ensure that fair recruitment takes place, however two people may interview for lower graded posts or in specific situations where this is considered appropriate. If possible, the panel should have a gender balance and include the line manager.

How to shortlist for interview

If a panel member has a personal relationship with a candidate, for example a relative or friend, they should tell the chairperson who will decide if the panel member is impartial. If the chairperson has a personal relationship with a candidate, consideration should be given to appointing a new chairperson. A replacement panel member may be appointed if there is any uncertainty. This also applies to Elected Members involved in the recruitment of Chief Officers.

Where multi-agency panels (including panel members from organisations external to the Council) are used, all panel members should be appropriately trained by the relevant organisation.

Sometimes it may be appropriate to include service users or Parent Councils in the interview process. They will not be involved in the decision making process. If this is the case, anyone who will be on the panel must have an understanding of the recruitment process and comply with this policy. Services, along with HR, will develop specific guidance as required to meet the needs of their service users undertaking this role, which will be discussed with Trade Unions as required.

Any attempt to influence the decision of the interview panel in favour of a particular candidate will be considered as canvassing. Any such incidents should be immediately referred to the Chief Governance Officer.

In the case of interviews for Headteachers and Depute Headteachers, the interview panel should be appointed in accordance with Scottish Schools (Parental Involvement) Act 2006, Appointments (Scotland) Regulations 2007. The [Appointment Procedure for Headteacher/Depute Headteacher Posts](#) includes guidance in relation to Parent Council involvement.

Shortlisting Process

The interview panel should shortlist the applications online on Talentlink using the [shortlisting analysis form](#) and [shortlisting matrix](#) which should be completed with the essential criteria established in the job profile and desirable criteria if necessary. Where possible, application forms should not be printed.

Where a candidate has indicated that they are a redeployee, they must be treated as a priority and you must consider their application before you continue to shortlist your other candidates. If the redeployee meets the essential criteria of a post they should be considered for the post as a priority interview.

You should check your vacancy regularly before the closing date to identify redeployees.

If only one redeployee applies, you can approach this as an informal chat.

If more than one redeployee applies and meets the criteria it should be progressed as a formal interview before you consider other candidates.

How to shortlist for interview

If you reject an application from a redeployment candidate it should be managed in the same way as a GIS candidate and the justification for the decision must be made in writing and must be clear as to which essential criteria the redeployee does not meet.

If you consider a redeployee suitable, you should offer them a work trial – more information is available in How to implement and support work trials.

Once you have considered your redeployees, you can then shortlist the rest of your candidates, if appropriate. Or, if you are progressing with a redeployee you can contact other applicants to advise of this.

Once the short list has been finalised and agreed, the chairperson should make arrangements to:

- inform all candidates whether they have been invited for interview or not shortlisted, using Talentlink
- arrange a specific email to candidates applying under the guaranteed interview scheme
- if there is only one or there are no suitable candidates, contact the HR Helpdesk at hrhelpdesk@falkirk.gov.uk for advice

If there are a high volume of applications for a post, the panel can enhance the criteria, in a fair way relevant to the post, to help shortlisting.

If a candidate wants to complain about Falkirk Council's recruitment and selection process, they should be issued with a copy of the [Recruitment and Selection Complaints Procedure](#).

Equality & Poverty Impact Assessment 00560 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Corporate & Housing Services People Technology & Transformation	Lead Officer Name:	Michael Durrington
		Team:	Health, Safety & Care
		Tel:	07736898190
		Email:	michael.durrington@falkirk.gov.uk
Proposal:	Develop and implement Falkirk Council's Health & Safety Strategy.	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	No	Yes	No
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	No	No	Yes	No
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):	
28/08/2023	Develop the Council's H&S strategy and associated action plan to support its implementation for the 2023 - 26 period.

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:		
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:		
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

H&S Strategy Consultation Responses

Protected Characteristic

%age of survey respondents

Age

25 – 44 years: 14%

45 – 64 years: 58%

65 or over: 14%

Not answered - 14%

Disability

Yes: 28%

No: 58%

Not answered: 14%

Sex

Female: 53%

Male: 43%

Not answered: 14%

Ethnicity

White Scottish: 57%

White British: 29%

Not answered :14%

Religion / Belief

No religion: 43%

Not answered- 29%

Roman Catholic - 14%

Church of Scotland -14%

Sexual orientation

Heterosexual/straight: 57%

Gay/lesbian: 14%

Not answered - 29%

Transgender Not provided.

Pregnancy / Maternity Not provided

Marriage / Civil Partnership Not provided

Poverty

Not provided

Other health, community justice, carers etc. Not provided

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Employees/ managers and TUs were asked for their views on the policy via an online survey. None of the respondents raised concerns about the policy potentially having an impact on employees with protected characteristics.

Further face to face consultation was undertaken with TUs to elaborate on questions relating to some technical aspects of the document.

Best Judgement:

Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	Senior Health, Safety & Wellbeing Advisor in consultation with HR colleagues.
What gaps in data / information were identified?	None
Is further research necessary?	No
If NO, please state why.	No issues were identified through consultation for

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Trade Unions, managers and employees	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	Yes	Met with trade unions as part of policy development / approval process. See section 3
Survey	Yes	See section 3
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Disability	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Sex	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Ethnicity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Religion / Belief / non-Belief	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Sexual Orientation	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Transgender	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Pregnancy / Maternity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Marriage / Civil Partnership	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Poverty	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Care Experienced	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Other, health, community justice, carers etc.	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	
Advance Equality of Opportunity:	
Foster Good Relations (promoting understanding and reducing prejudice):	

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.	Trade Unions – through policy consultation process as well as separate meeting to discuss proposed policy changes. TU's also have had the opportunity to provide further comments through Corporate Partnership Forum. Employees - who have been consulted as part of policy consultation process.	

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

No adverse impacts to protected characteristics were identified.

Are actions being reported to Members?

No

If yes when and how ?

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	No adverse impact identified
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:		Date:	22/09/2023
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA: Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?		Yes / No
ASSESSMENT FINDINGS		
If YES, use this box to highlight evidence in support of the assessment of the EPIA		
If NO, use this box to highlight actions needed to improve the EPIA		
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ?	Yes / No	If YES, please describe:

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA		
LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes / No	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:		Date:	

Equality & Poverty Impact Assessment 00486 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Transformation, Communities & Corporate Services Governance & Human Resources	Lead Officer Name:	Pauline McGrellis
		Team:	HR Rewards
		Tel:	
		Email:	pauline.mcgrellis@falkirk.gov.uk
Proposal:	Redeployment Policy	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	Yes	Yes	No

Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	No	No	Yes	No

Other, please specify:	
-------------------------------	--

Identify the main aims and projected outcome of this proposal (please add date of each update):

20/09/2023	Redeployment provides a mechanism for employees who have been registered for redeployment to have the opportunity to be considered for other suitable posts within the Council. Whilst it does not guarantee alternative employment, it is a positive measure to enable the Council to retain skills, experience and knowledge within the workforce.
20/09/2023	The purpose of the update is changing the way that the redeployment policy is managed by focussing on moving to a self service process with responsibilities changing for HR, managers and employees. Employees within the redeployment process will now apply for posts directly on talentlink as opposed to completing a skills audit and applying through HR. Any redeployee application will be treated as a priority and considered in full before shortlisting of any other candidates. The Policy also provides updates in relation to substantive and recruiting manager responsibilities when dealing with redeployees.

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:		
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:		
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

Redeployment Consultation Responses**Protected Characteristic****%age of survey respondents****Age**

25 – 44 years: 33%

45 – 64 years: 33%

65 or over: 17%

Not answered - 17%

Disability

Yes: 17%

No: 66%

Not answered: 17%

Sex

Female: 66%

Male: 17%

Not answered: 17%

Ethnicity

White Scottish: 50%

White British: 33%

Not answered :17%

Religion / Belief

No religion: 50%

Not answered- 50%

Sexual orientation

Heterosexual/straight: 66%

Gay/lesbian: 17%

Not answered - 17%

Transgender

Not provided.

Pregnancy / Maternity

Not provided

Marriage / Civil Partnership

Not provided

Poverty

Not provided

Other health, community justice, carers etc.

Not provided

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Employees/ managers and TUs were asked for their views on the policy via an online survey. None of the respondents raised concerns about the policy potentially having an impact on employees with protected characteristics.

The Redeployment Policy was previously issued for consultation in 2022 but has been further updated to include feedback from Trade Unions to ensure further clarity was given in relation to the support available to managers and employees throughout the process.

Further consultation has taken place in 2023 which included the online consultation as well as a separate meeting with Trade Unions. Overall the response to the consultation was positive and respondents felt the policy was clear and easy to understand and that they understood their roles within the process.

The policy was further updated to include information on salary placement, responsibilities for costs and permanent employees being redeployed to a temporary post (this information was previously in the How To document but feedback suggested this would be more relevant in the actual policy document). Text was also added regarding support for employees who are unable to access online systems.

Best Judgement:	
Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	HR Rewards and Helpdesk Team Leaders in consultation with other senior HR colleagues.
What gaps in data / information were identified?	None
Is further research necessary?	No
If NO, please state why.	

SECTION FOUR: ENGAGEMENT**Engagement with individuals or organisations affected by the policy or proposal must take place**

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Trade unions, managers and employees.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	Yes	Met with trade unions as part of policy development / approval process. See section 3
Survey	Yes	See section 3
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	Yes – detailed in section 3	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to age.
Disability	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to disability.
Sex	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to sex.
Ethnicity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to ethnicity.
Religion / Belief / non-Belief	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to religion/ belief or non belief.
Sexual Orientation	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to sexual orientation.
Transgender	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to transgender.
Pregnancy / Maternity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to pregnancy/ maternity.
Marriage / Civil Partnership	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to marriage/ civil partnership.
Poverty	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to poverty.
Other, health, community justice, carers etc.	✓			TU's raised concern regarding employees who may have limited IT experience and ability to apply for jobs via Myjobscotland. Support will be provided to employees from their manager or HR Helpdesk in this respect.
Risk (Identify other risks associated with this change)				

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	
Advance Equality of Opportunity:	
Foster Good Relations (promoting understanding and reducing prejudice):	

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.	Trade Unions – through policy consultation process as well as separate meeting to discuss proposed policy changes. TU's also have had the opportunity to provide further comments through Corporate Partnership Forum. Employees - who have been consulted as part of policy consultation process.	

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

No adverse impact – changes have been made to policy following consultation

Are actions being reported to Members?

No

If yes when and how ?

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	No adverse impact identified
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:		Date:	21/09/2023
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA: Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?		Yes
ASSESSMENT FINDINGS		
If YES, use this box to highlight evidence in support of the assessment of the EPIA		
If NO, use this box to highlight actions needed to improve the EPIA		
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ?		If YES, please describe:

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA

LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:

Signature:		Date:	
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Equality & Poverty Impact Assessment 00560 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Corporate & Housing Services People Technology & Transformation	Lead Officer Name:	Michael Durrington
		Team:	Health, Safety & Care
		Tel:	07736898190
		Email:	michael.durrington@falkirk.gov.uk
Proposal:	Develop and implement Falkirk Council's Health & Safety Strategy. The Strategy outlines three main streams of work around continuing to improve the Council's incident reporting process, improving arrangements for Health & Safety and working with Service's to improve their governance arrangements for health and safety. Notable targets for this strategy include continuing to provide an online health & safety software package for incident reporting and risk assessments, the implementation of a H&S management system in line with ISO standards and reviewing the governance arrangements for the Safety Management Group and Service Management Teams	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	No	Yes	No
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	No	No	Yes	No
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):

28/08/2023	Develop the Council's Health & Safety Strategy and associated action plan to support implementation for 2023-26.

Identify the main aims and projected outcome of this proposal (please add date of each update):	

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:		
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:		
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

H&S Strategy Consultation Responses

Protected Characteristic

%age of survey respondents

Age

25 – 44 years: 14%

45 – 64 years: 58%

65 or over: 14%

Not answered - 14%

Disability

Yes: 28%

No: 58%

Not answered: 14%

Sex

Female: 53%

Male: 43%

Not answered: 14%

Ethnicity

White Scottish: 57%

White British: 29%

Not answered :14%

Religion / Belief

No religion: 43%

Not answered- 29%

Roman Catholic - 14%

Church of Scotland -14%

Sexual orientation

Heterosexual/straight: 57%

Gay/lesbian: 14%

Not answered - 29%

Transgender Not provided.

Pregnancy / Maternity Not provided

Marriage / Civil Partnership Not provided

Poverty

Not provided

Other health, community justice, carers etc. Not provided

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Employees/ managers and TUs were asked for their views on the policy via an online survey. None of the respondents raised concerns about the policy potentially having an impact on employees with protected characteristics.

Further face to face consultation was undertaken with TUs to elaborate on questions relating to some technical aspects of the document.

Best Judgement:

Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	Senior Health, Safety & Wellbeing Advisor in consultation with HR colleagues.
What gaps in data / information were identified?	None
Is further research necessary?	No
If NO, please state why.	No issues were identified through consultation.

SECTION FOUR: ENGAGEMENT**Engagement with individuals or organisations affected by the policy or proposal must take place**

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Trade Unions, managers and employees.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	Yes	Met with Trade Unions as part of policy development / approval process. See section 3.
Survey	Yes	See section 3.
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	No	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Disability	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Sex	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Ethnicity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Religion / Belief / non-Belief	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Sexual Orientation	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Transgender	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Pregnancy / Maternity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Marriage / Civil Partnership	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Poverty	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Care Experienced	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.
Other, health, community justice, carers etc.	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to this characteristic.

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	
Advance Equality of Opportunity:	Promoting Understanding
Foster Good Relations (promoting understanding and reducing prejudice):	

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.	Trade Unions – through policy consultation process as well as separate meeting to discuss proposed policy changes. TU's also have had the opportunity to provide further comments through Corporate Partnership Forum. Employees - who have been consulted as part of policy consultation process.	

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

No adverse impacts to protected characteristics were identified.

Are actions being reported to Members?

No

If yes when and how ?

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	No adverse impact identified.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:		Date:	22/09/2023
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA: Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?		Yes
ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	Officer best judgement, statistical evidence/ consultation with TUs and employees.	
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u>?	Yes / No	If YES, please describe:

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA		
LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:		Date:	05/10/2023

Equality & Poverty Impact Assessment 00590 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

Service & Division:	Corporate & Housing Services People Technology & Transformation	Lead Officer Name:	Jackie McAuley
		Team:	Human Resources
		Tel:	01324 506212
		Email:	jackie.mcauley@falkirk.gov.uk
Proposal:	Redeployment Policy	Reference No:	

What is the Proposal?	Budget & Other Financial Decision	Policy (New or Change)	HR Policy & Practice	Change to Service Delivery / Service Design
	No	Yes	Yes	No
Who does the Proposal affect?	Service Users	Members of the Public	Employees	Job Applicants
	No	No	Yes	Yes
Other, please specify:				

Identify the main aims and projected outcome of this proposal (please add date of each update):

20/09/2023	<p>Redeployment provides a mechanism for employees who have been registered for redeployment to have the opportunity to be considered for other suitable posts within the Council. Whilst it does not guarantee alternative employment, it is a positive measure to enable the Council to retain skills, experience and knowledge within the workforce.</p> <p>The purpose of the update is changing the way the redeployment policy is managed by focussing on moving to a self service process, with responsibilities changing for HR, managers and employees. Employees within the redeployment process will now apply for posts directly on Talentlink as opposed to completing a skills audit and applying through HR. Any redeployee application will be treated as a priority and considered in full before shortlisting of any other candidates. The Policy also provides updates in relation to substantive and recruiting manager responsibilities when dealing with redeployees.</p>

SECTION TWO: FINANCIAL INFORMATION

For budget changes ONLY please include information below:			Benchmark, e.g. Scottish Average
Current spend on this service (£'0000s)	Total:		
Reduction to this service budget (£'0000s)	Per Annum:		
Increase to this service budget (£'000s)	Per Annum:		
If this is a change to a charge or concession please complete.	Current Annual Income Total:		
	Expected Annual Income Total:		
If this is a budget decision, when will the saving be achieved?	Start Date:		
	End Date (if any):		

SECTION THREE: EVIDENCE

Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.)

A - Quantitative Evidence

This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service.

Redeployment Consultation Responses**Protected Characteristic****%age of survey respondents****Age**

25 – 44 years: 33%

45 - 64 years: 33%

65 or over: 17%

Not answered: 17%

Disability

Yes: 17%

No: 66%

Not answered: 17%

Sex

Female: 66%

Male: 17%

Not answered: 17%

Ethnicity

White Scottish: 50%

White British: 33%

Not answered: 17%

Religion / Belief

No religion: 50%

Not answered: 50%

Sexual orientation Heterosexual/straight: 66%

Gay/lesbian: 17%

Not answered: 17%

Transgender Not provided

Pregnancy / Maternity Not provided

Marriage / Civil Partnership Not provided

Poverty

Not provided

Other health, community justice, carers etc. Not provided

B - Qualitative Evidence

This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting.

Social - case studies; personal / group feedback / other

Employees/ managers and TUs were asked for their views on the policy via an online survey. None of the respondents raised concerns about the policy potentially having an impact on employees with protected characteristics.

The Redeployment Policy was previously issued for consultation in 2022 but has been further updated to include feedback from Trade Unions to ensure further clarity was given in relation to the support available to managers and employees throughout the process.

Further consultation has taken place in 2023 which included the online consultation as well as a separate meeting with Trade Unions. Overall the response to the consultation was positive and respondents felt the policy was clear and easy to understand and that they understood their roles within the process.

The policy was further updated to include information on salary placement, responsibilities for costs and permanent employees being redeployed to a temporary post (this information was previously in the How To document but feedback suggested this would be more relevant in the actual policy document). Text was also added regarding support for employees who are unable to access online systems.

Best Judgement:

Has best judgement been used in place of data/research/evidence?	Yes
Who provided the best judgement and what was this based on?	HR Rewards and Helpdesk Team Leaders in consultation with other senior HR colleagues.
What gaps in data / information were identified?	None
Is further research necessary?	No
If NO, please state why.	Not required.

SECTION FOUR: ENGAGEMENT**Engagement with individuals or organisations affected by the policy or proposal must take place**

Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status?	Yes	
If YES, please state who was engagement with.	Trade unions, managers and employees.	
If NO engagement has been conducted, please state why.		
How was the engagement carried out?		What were the results from the engagement? Please list...
Focus Group	Yes	Met with Trade Unions as part of policy development / approval process. See section 3.
Survey	Yes	See section 3.
Display / Exhibitions	No	
User Panels	No	
Public Event	No	
Other: please specify		
Has the proposal / policy/ project been reviewed / changed as a result of the engagement?	Yes	
Have the results of the engagement been fed back to the consultees?	Yes	
Is further engagement recommended?	No	

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

Protected Characteristic	Neutral Impact	Positive Impact	Negative Impact	Please provide evidence of the impact on this protected characteristic.
Age			✓	Permanent employees are given priority over redeployment. Modern Apprentices get access to redeployment after permanent employees have been considered. This group tend to be in the lower age bracket.
Disability	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to disability.
Sex	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to sex.
Ethnicity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to ethnicity.
Religion / Belief / non-Belief	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to religion/ belief or non belief.
Sexual Orientation	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to sexual orientation.
Transgender	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to transgender.
Pregnancy / Maternity	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to pregnancy/ maternity.
Marriage / Civil Partnership	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to marriage/ civil partnership.
Poverty	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to poverty.
Care Experienced	✓			TUs and survey respondents raised no concerns about potential adverse impact in relation to care experienced.
Other, health, community justice, carers etc.	✓			TU's raised concern regarding employees who may have limited IT experience and ability to apply for jobs via myjobscotland. Support will be provided to employees from their manager or HR Helpdesk in this respect.

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

	Evidence of Due Regard
Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct):	
Advance Equality of Opportunity:	Removal or minimising disadvantage.
Foster Good Relations (promoting understanding and reducing prejudice):	Promote understanding.

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

Which sectors are likely to have an interest in or be affected by the proposal / policy / project?		Describe the interest / affect.
Business	No	
Councils	No	
Education Sector	No	
Fire	No	
NHS	No	
Integration Joint Board	No	
Police	No	
Third Sector	No	
Other(s): please list and describe the nature of the relationship / impact.	Trade Unions – through policy consultation process as well as separate meeting to discuss proposed policy changes. TU's also have had the opportunity to provide further comments through Corporate Partnership Forum. Employees - who have been consulted as part of policy consultation process.	

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

Identified Impact	To Who	Action(s)	Lead Officer	Evaluation and Review Date	Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes
Other, health, community justice, carers etc - Staff unable to use myjobscotland	Staff	Support will be provided to employees from their manager or HR Helpdesk.	Jackie McAuley	31/03/2024	Corporate Plan enabler: Valued sustainable workforce.
Age	MAs	MAs will be given access to redeployment after permanent employees are considered.	Tracey Gillespie		Corporate Plan enabler: Valued sustainable workforce.

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

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Are actions being reported to Members?	No
If yes when and how ?	

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

No major change required	Yes	No changes required. Policy already revised following consultation. Mitigation in place.
The proposal has to be adjusted to reduce impact on protected characteristic groups	No	
Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups	No	
Stop the proposal as it is potentially in breach of equality legislation	No	

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

Signature:		Date:	22/09/2023
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SECTION TEN: EPIA TASK GROUP ONLY

OVERALL ASSESSMENT OF EPIA:	Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties?	Yes
ASSESSMENT FINDINGS If YES, use this box to highlight evidence in support of the assessment of the EPIA If NO, use this box to highlight actions needed to improve the EPIA	Officer judgement, consultation with TUs and employees.	
Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ?	Yes / No	If YES, please describe:

LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA		
LEVEL		COMMENTS
HIGH	Yes / No	
MEDIUM	Yes / No	
LOW	Yes	

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

Director / Head of Service:			
Signature:		Date:	05/10/2023